



**United Arts of Central Florida, Inc.**

**Job Description**

***Director of Development***

**Status:** Full-time position, salaried, exempt with benefits

**Reports to:** VP of Administration & CFO

**Supervises:** N/A

**Works closely with:** President & CEO, Events, Marketing, Grants and Finance Depts.

**Summary:**

The Director of Development for United Arts of Central Florida is responsible for developing, managing and administering all aspects of the agency's *Arts For ALL* fund development plan. Ideal candidates will be versatile and have a solid back ground in writing requests and thank you letters and be able to run their own mailings including mail merges and bulk mail processes. This position collaborates closely with the Campaign Manager, Events Manager and Communications Manager to insure a consistent and compelling message is presented to the community through our fundraising appeals, press releases and sponsorship opportunities. This position works with and reports to a volunteer development committee. This position is responsible for writing grants and grant reports for corporations and foundations.

**Responsibilities:**

- Responsible for creating, implementing and coordinating United Arts' fundraising plans and strategies;
- Produce an integrated development plan with emphasis on United Arts' *Arts For All* fund with measurable fund raising objectives;
- Cultivate and solicit annual and multi-year gifts for the *Arts For All* fund, including specific plans for the Business Leadership Council;
- Provide staff backup to workplace giving presentations, events and other speaking opportunities.

**Qualifications:**

- 1) Demonstrated background in data-driven metrics related to fundraising goals and performance;
- 2) Technological and analytical savvy;
- 3) Three or more years of demonstrated development experience;
- 4) Demonstrated written and oral communication skills including the creation of compelling fundraising materials;
- 5) Ability to deal effectively and tactfully with a wide range of people including donors, foundation and corporate executives, board members, and other development professionals;
- 6) Ability to work independently, to organize and manage diverse activities and to advance numerous projects concurrently, and as part of a team;

- 7) Must be proficient with Microsoft Office products including Word, Excel and Outlook;
- 8) Experience with Sage Rainbow or other fundraising software (preferred).
- 9) Must have a reliable method of transportation and be able to attend networking events and off-site meetings. Occasional evening hours may be required (less than 5%).

**APPLICATION PROCESS: Please provide a resume, three (3) references (names and phone numbers), and a 2-3 page cover letter explaining your interest in working in the arts and why your skill sets and experience would make you a good fit for this position. Please email to: [Finance@unitedarts.cc](mailto:Finance@unitedarts.cc), or fax to 407-628-9110, or mail to: United Arts of Central Florida, Attn: Human Resources, 2450 Maitland Center Parkway Suite 201, Maitland, FL 32751. Application deadline is Sunday, AUGUST 15, 2010. PLEASE: NO PHONE CALLS.**

**APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.**

**General Information:**

**Salary:**

Pay Grade Range: \$40,000 - \$65,000

**Benefits:**

Benefits:

- Paid time off: two (2) weeks vacation annually, eight (8) personal days annually
- Company will be closed on holidays including: seasonal holiday between Christmas and New Year's Day; Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday following Thanksgiving.
- Employer-paid insurance benefits:
  - Employee Medical and dental
  - Life and AD&D
  - Short and long-term disability
  - Employee assistance plan
  - 401(k) after 1 year, up to 5% company match
- Employee-paid insurance options:
  - Medical and/or dental for employee's family/dependents
  - Vision care plan
  - Flexible spending plan
  - Supplemental insurance options

**Hours**

- Office hours are 8:30 a.m. to 5:30 p.m., Monday through Friday.

United Arts is a drug-free, smoke-free EOE.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.