

DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS CRAFT ALLIANCE

Craft Alliance is a non-profit visual arts organization nurturing and inspiring creativity as we educate and enrich our community through contemporary craft. Craft Alliance has an annual operating budget of approximately \$1,800,000. Nationally recognized as one of the premier craft organizations in the country, Craft Alliance is the only organization of its kind in the region solely dedicated to contemporary craft. Craft Alliance offers classes in craft techniques, artist residencies, community programs, exhibitions and a gallery shop. Relocated in 2020 to 5080 Delmar Blvd. and now occupying 15,000 square feet of beautiful creative space, Craft Alliance is part of the emerging Delmar Maker District in St. Louis. Craft Alliance has studios for ceramics, metals, fibers, glass, wood, 2-D art, print and papermaking, and artists-in-residence. Craft Alliance is an Equal Opportunity Employer which encourages women and minorities to apply.

Position Overview:

The Director of Development and Communications is an experienced leader responsible for creating and implementing a comprehensive program to achieve contributed revenue goals, including major giving, annual appeal, grants, special events and membership. The Director also provides leadership and oversight of the organization's overall communications objectives. This position is a key member of the leadership team, has supervisory responsibility of two direct reports, and reports to the Executive Director.

Responsibilities:

- Develops a comprehensive fundraising program to include multi-year gifts, annual gifts, planned giving, major gifts, corporate and foundation gifts
- Identifies, cultivates, and solicits donors for major gifts
- Oversees the grant program, including prospect research, proposal writing, reporting and relationship management for public funding agencies, corporations, and foundations.
- Works with Executive Director, Deputy Director, staff and Board to solicit and close philanthropic giving opportunities.
- Creates and oversee execution of the annual giving campaign
- Supervises recording and tracking of donors and contributions in the organization database
- Supervises the membership program and membership solicitation and renewals
- Staff liaison to the Board Development Committee
- Confers with senior program staff on programmatic funding needs, creating and implementing appropriate development plans to achieve the defined goals.
- Plans annual fundraising events which may include managing an event committee, oversees creation of event marketing materials, sponsor and auction solicitation, and event logistics
- Develops the annual Development and Communications budgets
- Leads the annual communication plan for the organization, including press announcements, web site, social media content, advertising and direct marketing
- Supervises two staff members: the Development Manager and the Marketing and Design Coordinator
- Participates in Board and committee meetings, as needed.
- Other projects as needed

Qualifications Include:

- Bachelor degree or equivalent experience
- 4+ years direct experience in managing fundraising initiatives in a nonprofit environment, including gift solicitation experience. Supervisory experience is desirable.
- Demonstrated ability to set and meet fund raising goals
- Experience in a Board-led organization, working with Board Members and volunteers
- Record of progressive advancement in responsibilities
- Strong demonstrable communication skills, both oral and written. Skilled in Microsoft Office (Word, Excel, Power Point)
- Experience with donor databases. Knowledge of Blackbaud Altru or similar is a plus.
- Knowledge of local, regional, and national funding opportunities
- Able to work evenings and weekends as needed. Able to travel locally (driver's license and vehicle.)
- A passion for the arts, education, and community!
- Knowledge of local philanthropic community

Salary and Benefits: This is a Full-time salaried position with benefits as determined in current Craft Alliance Employee Handbook, including health, dental, vision insurance, retirement plan, holidays and paid-time-off. Salary range: \$75,000 - \$90,000

How To Apply:

How to Apply: Email the following materials to finance@craftalliance.org:

- Resume
- An engaging Cover Letter
- Salary Requirements
- Three Professional References