



**Position:** Development Director

**Reports to:** Artistic Director

**Status & Location:** Full time, exempt, daytime, evening and some weekend hours during events dates.

**Reporting Relationships:** This position reports to the Artistic Director, and also works closely with the marketing, finance and programs team members to assure attainment of organizational and individual goals.

### **Why We Need You:**

*We are seeking a knowledgeable, passionate, and creative Director of Development who excels at relationship-building, communication, organization, and time management to enhance our efforts to retain, diversify and develop funding opportunities. This position, Mosaic Youth Theatre of Detroit's only full time development staff, supports the Artistic Director on all fund development efforts from strategy to execution of annual appeals and online campaigns, to event sponsorships and special projects.*

### **Primary Responsibilities**

#### **Leadership and Planning (15%)**

- **Strategy:** Participate in the implementation and monitoring of Mosaic Youth Theatre of Detroit's strategic plan.
- **Leadership:** Work in tandem with the Artistic Director, Fund Development Committee and individual Board Members to develop new opportunities and donor engagement to support programmatic growth.
- **Annual Planning:** Develop annual fundraising plans and goals, drawing from a 3-year strategic plan; communicate plans and build engagement across audiences.
- **Special Opportunities:** Serve on the leadership team assessing expansion opportunities, donor and partner-initiated campaigns, and external marketing partnerships.
- **Relationship Management:** Develop and maintain relationships with major donors.

#### **Individual Giving (30%)**

- Lead efforts to identify, cultivate, solicit, and acknowledge current and prospective individual donors.
- Enhance and launch a major giving program.
- Plan and oversee the execution of an integrated annual appeal campaign.
- Facilitate board engagement in fund development.

#### **Institutional Giving (30%)**

- Manage strategic relationships for Mosaic Youth Theatre of Detroit's existing and potential institutional funders.
- Lead research, writing, and submission of foundation, corporate, and government proposals and reports, as well as, oversee grant-writing contractor.
- Oversee the maintenance of and disseminate a calendar for proposal submissions and reports.

- Coordinate funder site visits, engagement and cultivation opportunities.
- Design and launch an enhanced corporate giving strategy and support Board Members and stakeholder's engagement with the strategy.

### **Communication (15%)**

- Oversee the development and implementation of brand-conscious campaigns to increase awareness about the mission of Mosaic and to support project-based programming and fundraising events.
- Serve as a credible and compelling spokesperson on behalf of the organization.
- Manage relationships with partners to foster joint communication efforts.
- Oversee contracted graphic design resources in the development of related collateral.
- Assess, manage/oversee fund development media relations projects.

### **Managerial and General Responsibilities (10%)**

- Serve as the staff contact person for the contracted grant writer.
- Provide regular progress reports covering all aspects of organizational fundraising.
- Collect, maintain, and analyze data from the programs team and the field of arts education & creative youth development to assist with solicitation.
- Act as a staff liaison to the Board of Director's Development Committee and support event committees and the Patrons Council.
- Support office administrative activities as necessary.

### **Desired Skills and Experience**

- AFP membership
- Valid Driver's License and access to insured vehicle

### **What we're looking for in a candidate:**

#### **Qualifications**

- Ability and desire to manage tasks, from administrative to strategic.
- Create annual fund development plans, drawing from organizational strategic plan, to raise \$1 million + annually
- Experience in fostering a culture of collaboration, cooperation, and accountability
- Inquiry-based orientation to problem solving and gathering information
- Ability to plan, facilitate, and approach meetings and projects with clearly articulated goals
- Active listener with the ability to synthesize information and translate into strategy or action plans
- Ability to work closely with people from diverse cultures and economic backgrounds
- Demonstrated ability to prioritize and solve problems
- Proven track record of grant awards and fundraising success
- Self-motivation, accuracy, attention to detail, and ability to manage and meet multiple deadlines
- Familiar with and able to adapt to new software systems
- Three (3) years progressive experience in a diverse fund development environment
- Experience creating and implementing or overseeing integrated communications plans.
- Excellent interpersonal skills and comfort with a range of stakeholders including high-level donors and patrons

- Passion for arts or arts education and youth development.
- A professional, polished appearance and comportment

**Additional Attributes**

The successful candidate will embrace the essential components of a strong team: open communication, trust, respect, loyalty, and shared vision.

**Compensation:** \$53,000-60,000 commensurate with experience. Benefits include generous paid time off and health insurance.

**To apply for this position:** Email resume and cover letter to: [hr@mosaicdetroit.org](mailto:hr@mosaicdetroit.org) with the subject line "Director of" - [LAST NAME] by December 13, 2019. Finalist candidates will be contacted for an interview. No calls, please.

Mosaic Youth theatre of Detroit is an Equal Opportunity Employer.  
We value diversity in our team.