

Position: Director of Development

Status & Location: Full time. Exempt. Detroit, MI.

Compensation: \$70,000-80,000, generous PTO and health insurance.

Reporting Relationships: Reports to the Executive & Artistic Director. Oversees development team and collaborates with finance, programs and marketing teams to assure attainment of organizational and individual goals.

Primary Responsibilities

- Develop and execute a comprehensive fundraising strategy in collaboration with the Executive & Artistic Director (EAD), finance, marketing, and development team members.
- Retain and grow the Mosaic Family of supporters and partners including:
 - Local, regional, and national foundation and corporate giving.
 - Collaborate with the EAD to engage, retain and increase funding from current institutional donors.
 - Identify, engage, secure and retain *new* institutional donors aligned with Mosaic's strategic goals in collaboration with EAD.
 - Lead the team effort to attract, engage, secure, and retain individual donors through multiple fundraising channels, including individual meetings, fundraising and/or community events, and multichannel appeals focused on first-time, monthly, recurring, mid-level, and major donors.
 - Manage a portfolio of 75 to 100 individual supporters with the inclination, capacity, and propensity to give gifts at \$5,000 and above.
 - Develop and execute affinity group fundraising strategies, including but not limited to alumni and parent groups.
 - Develop and manage Legacy Giving program securing bequests and gifts of life insurance designating Mosaic as beneficiary.
- Develop and execute a high-level, integrated donor communications plan and calendar in collaboration with marketing. This includes but is not limited to donor appeals, newsletter/e-newsletter, stewardship reporting, annual impact report, various EAD communications, and year-end giving statements.
- Responsible for concept development, budget and project management, and successful execution of special events in collaboration with staff and Development & Marketing Committee.
- Oversees timely and accurate gift processing, acknowledgment, and recognition fulfillment. Ensures integrity and security of donor data.
- Strategize, advocate for, and support the roll-out, onboarding, and evaluation of organization-wide data collection systems that support fund development efforts.
- Ensure that Mosaic's fundraising policies and practices align with the Association of Fundraising Professional's Donor Bill of Rights, Code of Conduct, ethical standards, and relevant laws. Fulfill the organization's accountability to donors, support legal compliance, adhere to high standards of accuracy and assure timely record keeping and reconciliation, maintaining excellence in donor relations.
- Identify and support professional development opportunities and organization-wide collaboration to build and strengthen Mosaic's culture of philanthropy.
- Participate in Leadership Team meetings and demonstrate leadership throughout the organization related to fundraising, building a culture of philanthropy, and establishing organizational goals aligned with our mission, vision, and values.
- Professionally and passionately represent Mosaic in the community. Responsible for delivering presentations, leading mission tours of Mosaic, and generally representing Mosaic to prospective supporters, donors and funders, community influencers, Mosaic parents, volunteers, alumni, Board, and Committee Members.
- Participates in board meetings to report on development and marketing performance.
- Serve as primary liaison to the Fundraising & Marketing Committee.
- Perform other job-related duties as assigned.

A Successful Candidate has

- A passion for philanthropy and fundraising to increase equity through the arts.
- Demonstrated success developing and executing a comprehensive data-informed, donor-centric, strategic development plan; thrives in a metrics-driven, relationship-centric role.
- Demonstrated success managing a team and supporting their career development.
- Demonstrated success in fundraising, relationship management, event planning, etc.
- Experience fostering a collaboration, cooperation, and accountability culture with team members and volunteers to achieve organizational fundraising goals.

- Excellent interpersonal, writing, speaking, and presentation skills.
- Ability to relate and work closely with people from all socio-economic experiences.
- Excellent organizational skills and ability to gracefully manage deadlines in a fast-paced working environment and multiple projects concurrently.
- Strong attention to detail, especially in understanding individual donor interests, values, and connections to the organization.
- The ability to listen actively, synthesize information and translate it into strategy and action plans.

Our Values:

Strive for Excellence

Only the best, nothing less. We are committed to pursuing excellence in our programs, business operations, and partnerships. We are dedicated to investing the time and resources necessary to achieve excellence in all that we do.

Dream Boldly

We hold ourselves accountable to courageously pursuing creativity, resourcefulness, and imagination in and out of the office. We embrace innovative, audacious ideas that work towards accomplishing our mission.

Build Community

We believe that the uniqueness of each individual contributes to the strength and beauty of the whole. We are committed to upholding safe spaces that prioritize honesty, trust, respect, and integrity and honors diverse perspectives, lived experience, and expertise to enhance the communities we serve and those we a part of creating.

Embrace Joy

We choose to embrace joy as we pursue our mission and work to spread joy to others as we connect, collaborate, create and incite positive change in our community.

To apply: Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, submit your resume to hr@mosaicdetroit.org with the subject line **“Director of Development”**.

Mosaic Youth Theatre of Detroit is an equal opportunity employer. We are committed to upholding safe spaces that honor diverse perspectives, lived experience and expertise to enhance the communities we serve and those we are a part of creating. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.