



Development Director Job Description

The Kimball Art Center (KAC) seeks a qualified candidate who is inquisitive, innovative, strategic, detail-oriented, solution-oriented, collaborative, and inspired by our mission, vision, and values.

The Kimball Art Center in Park City is seeking a full-time Development Director to work with the Executive Director and Development team. The position is directly responsible for identifying and engaging various funding sources including Corporate Partnerships, Sponsorships, Foundations, Donors, Grants, and Membership - and is a member of the Senior Management team.

The Development Director will learn, develop and execute the overall fundraising strategy and create a multi-year sustainable fund development plan which increases revenues to support the strategic direction of the organization, collaborating with the Executive Director and leadership team.

The Development Director will have direct responsibility for KAC's Membership Program building Member relations and retention with the Development Specialist.

The main areas of responsibility of the Development Director include, but are not limited to:

Comprehensive Development Plan

- Create a three-year fund development plan which increases revenues to support the strategic direction of the organization, collaborating with the Executive Director.
- Monitor and assess all fundraising activities to ensure that the fundraising goals are being achieved.
- Knowledgeable or willing to learn the institutional philosophy of Michael Kaiser's, The Cycle.
- Monitor trends in the community, region, or country and adapt fundraising strategies as necessary.
- Work with Senior Staff and Board of Directors to set strategic plans and annual budgets on an annual basis.

Donor Relations & Cultivation

- Oversee donor relations and stewardship efforts, including gift acceptance and management, donor acknowledgment and recognition, and reporting.
- Identify and develop corporate, community and individual prospects for fundraising priorities.
- Coordinate individual donor solicitations including end-of-year appeal mailing, house parties, major donor campaigns, and other events with the Membership Coordinator.
- Coordinate in-kind donations and work with the Finance Director.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information. Work to ensure records are consistent and accurate.

Foundation and Government Grants:

- Identify and develop relationships with prospective grant-making organizations that meet fundraising priorities.
- Prepare and submit grant applications, mid-year and year-end reports as outlined in the fund development plan to generate funds for the organization.



- Advise the Executive Director regarding priorities for time devoted to donor contact.

Fundraising (Sponsorships/Partnerships):

- Identify and cultivate relationships with existing and potential sponsors and partners for KAC programming; Education, Exhibitions and Events.
- Manage sponsor/partner relationships including executing, sponsorship decks, contracts and fulfillment.
- Oversee planning and implementation of fundraising events, including annual events for donors and partners.
- Plan and take part in strategic community outreach opportunities to generate support, including with school, church, lodging, community, private sector and other groups.
- Manage and execute development activities including developing foundation relationships, corporate sponsorships and individual donor solicitation activities.

Planned Giving/Annual Fund:

- Design, implement and execute all development activities including the Annual Fund and Planned Giving.
- Collaborate with Marketing Director to establish marketing programs for these programs.

Membership Program:

- Develop and lead a strategic membership development program designed to increase the total number of members in this region.
- Research, build and organize the KAC Member Program.
- Responsible for achieving budgeted revenue goals.
- Lead the development of the strategic plan for member recruitment/retention.

Communication:

- Work with Development Specialist, and other staff members as needed, to ensure timely and effective communications projects for internal use and public outreach. These may include:
 - Advocates the Impact of KAC's mission-related activities in the community.
 - Collection of client testimonials and photos, and preparation of program updates on an ongoing basis for donor communication, outreach and monthly newsletter content.
 - Create documents and reports as requested by the Executive.
 - Foster an understanding of philanthropy within the organization.
 - Coordinate with the Marketing Director for the design, printing and distribution of marketing and communication materials for development efforts.
 - Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

Budget:

- Develop an annual Development budget with the Executive Director and Development Specialist.
- Prepare regular reports on progress, budgets, receipts and expenditures related to fundraising and the management of the fund development activities.



- Responsible for achieving budgeted revenue goals.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.
- Work with the accounting department to create all budgets and year-end budget reports for grants and contracts.

Human Resources:

- Hire and supervise staff, and interns
- Orient and train staff and Board with impact data and fundraising strategies
- Establish performance standards for all personnel.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Qualifications:

- The position requires a proven track record of success and a current conceptual knowledge of nonprofit philosophy with an ability to leverage relationships and partnership opportunities for the overall benefit of the organization. This is a full-time exempt position that works closely with the Executive Director.
- Minimum of 5 years of professional experience in a nonprofit organization, demonstrated success in a development function and managing and forging relationships with multiple donor sources. Plus, minimum of 5 years of management experience.
- Bachelor's degree required.
- A leader with demonstrated success working with colleagues from various areas of expertise and backgrounds.
- Excellent communication skills, both written and oral.
- Highly organized with strong planning, project management and reporting skills and strong attention to detail.
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Must be a proactive, strategic thinker.
- Outgoing personality and excellent social skills in interactions with donors and prospects.
- Computer proficiency and technical skills (MS Office, donor/CRM database, Excel spreadsheets, email).
- Comfortable in a mission-based, resource-limited environment.

Work Environment:

- This job operates in a creative professional office environment, off-site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and AV equipment. Some ladder use may be requested. Evening, weekend and occasional holiday hours may be required for events.



Compensation and Benefits:

- DOE
- Benefits: Generous PTO plan, Life Insurance and Health and Dental Benefits.

How to Apply: Qualified applicants please submit your resume and a cover letter stating your desired salary to Aldy Milliken aldy.milliken@kimballartcenter.org

Position open until filled.

About the Kimball Art Center

The Kimball Art Center (KAC) is an educational institution that provides international quality art exhibitions and dynamic educational opportunities for the citizens of Park City, Summit County, Wasatch County, and the region's many visitors. KAC introduces visitors to the artistic process through its educational programs and gives insight into the many layers of creativity with its exhibition and event programs. Art is a catalyst for growth that allows an outlet for reflection, fosters new ways of thinking, and encourages compassion and connection. Kimball Art Center is committed to the fundamental American principles of expression and open engagement.

Values

Creativity: We believe in the transformative power of the creative process.

Curiosity: We believe that through inquiry, art has the ability to challenge assumptions and engender critical thinking.

Collaboration: We believe creativity is sustained in an inclusive environment in which ideas are shared freely.

Diversity: We believe in celebrating other perspectives and that the creative process allows us to listen to and learn from others.

Community: We believe in connecting our audiences with relevant, intentional, and accessible programs.