



**Quincy Art Center
Director of Development
Position Description**

Why the Quincy Art Center? We truly embrace that we are much bigger than our building and strive to provide outreach art opportunities in our community. We believe that art can change lives and inspire cultural understanding. The employees of the Art Center are passionate about the mission to provide opportunities for growth and appreciation of the visual fine arts through exhibitions and programs and challenge themselves to maintain a standard of excellence. There is great pride in our 95-year-old institution, founded by a group of women. We have a rich history, a strong presence and a bright future of serving our community through the visual arts.

Director of Development:

The Director of Development is responsible for planning, organizing, and directing all of the Quincy Art Center's donations including unrestricted and restricted, program underwriting, membership dues, corporate sponsorships, planned giving and capital campaigns. Works closely with the Executive Director and the Board of Directors in all development and fund-raising endeavors. This is a part-time position at 25 hours per week.

Position Responsibilities:

- Meet prospective donors and supporters on a continual basis to establish effective communication.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund/membership program, utilizing mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate an annual donor appreciation event.
- Oversee prospect research.
- Work closely with the Executive Director, and Board of Directors.
- Make public appearances/accept speaking engagements to share information about the Art Center with the community.
- Attend Board Development Committee meetings.
- Attend Executive Board meetings as needed.
- Oversee fundraising database and tracking systems.
- Supervise volunteers, interns, and occasionally part time staff as needed.
- Oversee creation of publications to support fundraising activities.
- Maintain gift recognition and membership benefit programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested by Executive Director.
- Attend events to promote membership sign ups/renewals and cultivate donors.

Qualifications:

- Must embrace the mission of the Quincy Art Center.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.

- Have the desire to get out of the office and build external relationships throughout the geographic area served by the Art Center.
- Be a 'self-starter' and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit 'follow through' on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be able to work within a budget and meet deadlines.
- Be able to follow the strategic plan of the Art Center.
- Strong computer skills with working knowledge of Microsoft Suite and Outlook.
- A bachelor's degree is required.
- 3 years minimum experience in professional fundraising.

Compensation:

Hourly wage will be commensurate with experience and other qualifications. Benefits include 24-hour access to shared studio, free employee registration to all classes and workshops of the Quincy Art Center, and Simple IRA match after two years of employment.

Application:

E-mail cover letter, resume and references to Jennifer Teter, Executive Director:

jteter@quincyartcenter.org