

**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC**  
**Development Director**  
**Position Description**

**The Baltimore Office of Promotion & The Arts (BOPA)** is a non-profit organization which serves as Baltimore City's official arts council, events agency and film office. By providing funding and support to artists, arts programs and organizations across the city and, by producing large-scale events such as Light City, Artscape and the Baltimore Book Festival, BOPA makes Baltimore a more vibrant and creative city.

BOPA also coordinates New Year's Eve and July 4th celebrations at the Inner Harbor; Baltimore Farmers' Market & Bazaar; School 33 Art Center's Open Studio Tour; and the Dr. Martin Luther King, Jr. Celebration.

The Baltimore Office of Promotion & The Arts manages the Creative Baltimore Fund Grants, Baltimore Mural Program, Public Art, Free Fall Baltimore, Transformative Art Prize, MECU Neighborhood Grant Program, Bright StArts Workshops for Children and other grant opportunities for artists.

**Summary of the Position:**

The Development Director has primary responsibility for ensuring philanthropic and sponsorship financial support for BOPA and its affiliated organizations in order to advance its mission of making Baltimore a more creative and vibrant city. The Development Director plays a key role in identifying, cultivating and soliciting major donors for capital and annual gifts working closely with key development staff and C-suite partners and volunteers and will have a particular focus on systems creation and implementation, strategic fund development, major gifts and private and public grants/gifts for events, programs and capital projects.

The Director of Development is a full-time, exempt position, reporting to the Chief of External Affairs and oversees a department of 6 FTEs. The Fundraising Department researches, cultivates, applies for and manages approximately \$10 million in funds annually.

**Responsibilities**

- With the executive and program staff, develop and execute fundraising strategies to grow the donor pipeline for an annual fund campaign, foundation and corporate grants; individual giving, program sponsorships sales and, capital program funding in order to meet the financial demands of a growing non-profit organization
- Identify and cultivate prospective private and government grants, corporate gifts and individual donations
- Manage major gift solicitation and coordinate communication and fulfillment by appropriate staff

- Ensure coordinated, consistent communication with funders to maintain transparency for our supporters and stakeholders.
- Establish introductions to and foster relationships with potential donors and funding partners to establish and maintain long-term funding relationships
- Work closely with the Chief Financial Officer to set and monitor revenue goals
- Manage the development department in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals
- Direct and manage an accurate record systems to record, track and report fundraising activities ensuring that funding efforts are maximized and not duplicated
- Provide reports about fundraising progress to the senior staff and board of directors
- Other responsibilities as assigned

#### **Additional Duties**

- Responsiveness to emails, phone calls, etc., in a timely manner
- Demonstrated ability to independently lead projects from beginning to end
- Be available for evenings events and on weekends to cultivate donors

#### **Education and Experience**

- At least 5 to 7 years of professional experience in non-profit development within an organization of comparable size and budget
- Experience managing a team of five or more people
- Committed to and enthusiastic about BOPA's mission, programs and values
- A strong commitment to the arts and Baltimore City.
- Bachelor's degree, with Master's degree preferred
- Proven success at securing major support from individuals, foundations, local state and federal government with specific experience in corporate sponsorships and benefit fulfillment
- Knowledge of philanthropic community that supports BOPA and the greater Baltimore area preferred
- Excellent verbal and written communication skills
- Computer literacy with strong experience in donor database systems
- Excellent analytical and organizational skills
- Straightforward, self-motivated, and diplomatic—sharing information readily, listening as well as giving advice and respecting the abilities of others and, emotionally mature with a sense of humor
- Willing to adjust to a demanding and changing environment where different hats are worn

### **Compensation**

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403B retirement plan with employer match, vacation and sick leave and, transportation subsidy (if available).
- Intrinsic benefits include a front row seat to the visual and performing arts throughout Baltimore City and the region.

### **Application Process**

Submit cover letter and resume (with your name and job title in subject line) as one pdf document to: [humanresources@promotionandarts.org](mailto:humanresources@promotionandarts.org). No Phone Calls Accepted. This search will remain active until the position is filled.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.