

## **BALTIMORE OFFICE OF PROMOTION AND THE ARTS, INC.**

### **Development Director**

The mission of the Baltimore Office of Promotion & the Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy, and support; create pride by promoting Baltimore to Baltimoreans; and to use the arts and events marketing tools to promote Baltimore's assets locally, regionally, and nationally. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower, and the Top of the World Observation Level in the World Trade Center.

### **Position Description**

The Director of Development (DD) is a full-time exempt position that reports to the Chief Financial Officer. The Director of Development will provide the leadership, strategic vision, and day-to-day management of the development team that will enable BOPA to further its mission. The DD will be responsible for creating a development strategy that supports BOPA's broad portfolio. The DD will directly manage a team of three including the Corporate Sponsorship Manager, Grants Manager, and the Development Administrator.

### **Essential Duties and Responsibilities:**

- Develop and execute BOPA's annual fundraising plan
- Secure financial support from individuals, foundations, and corporations
- Manage Raiser's Edge and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a sustained base of annual individual donors
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Monitor expenses and revenues to ensure that budget expectations are met.
- Establish annual written Department and staff goals for all areas of development, including annual, mid-, and long-term goals.
- Manage prospect research, data analytics, and predictive modeling efforts to ensure a deeper, broader prospect pipeline among funders, donors, stakeholders, volunteers, employees, former employees, etc.
- Ensure that all development activities comply with established policies, procedures, and legal requirements (including relevant tax law).

- Lead the Development staff, including acquiring, developing, leveraging, engaging, and retaining Development talent. Provide ongoing counsel, support, and supervision while encouraging career development. Provide performance management as appropriate.
- Collaborate across the organization to share information and create an organizational culture of development.
- As staff liaison, provide support and guidance to BOPA's Board of Directors Development Committee.

### **Qualifications:**

- Bachelor's degree required, master's degree preferred in Business Management, or a related field
- Five-plus years' experience in development/fundraising with at least 3 years of increasingly responsible management experience in overseeing a successful fundraising team required.
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of Raiser's Edge NXT fundraising software
- Skilled at identifying, prospecting, cultivating and stewarding high-level sponsors and donors that align with BOPA's mission and vision.
- Experience articulating the impact of Arts/Cultural programming to constituents and partners.
- Proven record of developing and implementing successful fundraising programs.
- Familiarity with the philanthropic community in Baltimore and skilled at initiating conversations with donors, prospects, volunteers, stakeholders, and others.
- Track-record of developing cause-marketing initiatives and innovative approaches to fundraising

### **Compensation & Benefits:**

- Salary starts at \$90,000.00 annually
- Benefits include Medical, Dental, Vision, LTD, STD, Life and AD&D
- 403B Retirement Plan with employer match
- Paid Holidays
- Paid Sick and Vacation accrual

### **Application Process:**

Email cover letter and resume to: [jjohnson@promotionandarts.org](mailto:jjohnson@promotionandarts.org). No phone calls please.

*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.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*