



**POSITION:** Director of Development

**EMPLOYEE STATUS:** Full Time, Year Round, Exempt

**SUPERVISOR:** Executive Director

**SUPERVISEES:** Development Manager

**SALARY & BENEFITS:** \$75,000-\$85,000 commensurate with experience; \$15,000 Life Insurance Policy; Medical Insurance 80/20; Vision & Dental Offered; Six (6) Weeks PTO; 13 Paid Holidays per year; Paid Professional Development; Hybrid work options.

**POSITION SUMMARY:**

Rainey Institute is seeking a dynamic and enthusiastic fundraising professional whose project management, communication, data analysis, and relationship building skills will lead the Development team at Rainey in raising \$1.5-\$2M annually. The Director of Development is responsible for executing and overseeing all aspects of the fundraising program at Rainey and growing the organization's revenue. With the goal of managing a high performing development department, the ideal candidate will thrive on the responsibility of developing and driving the organization's fundraising strategies, will be an effective fundraiser of grants, major gifts, and public revenue, as well as a good team leader and manager to support annual fund and event execution in partnership with the Development Manager. The successful Director of Development will understand the fundraising landscape of Cleveland, Ohio, utilize CRM software and moves management processes to execute results, and drive multiple critical revenue streams at Rainey Institute. Reporting to and in partnership with the Executive Director (ED) and Board Development Committee, the Director of Development will spearhead development efforts at Rainey Institute as Rainey seeks to further diversify its revenue base for its expanding base of services throughout Cleveland.

Fundraising (60%)

- Cultivating and soliciting major gifts: growing Rainey's major gifts revenue from individuals and families by stewarding relationships with current donors, developing and executing Donor Impact Plans from a portfolio of major donors; developing strategies to upgrade gifts from consistent, long-time donors; cultivating new relationships through prospect identification, cultivation, and solicitation.

- Cultivating, soliciting, and retaining lead grants: growing Rainey's grant revenue from private foundations, corporate foundations, and family foundations by stewarding relationships with current program officers and trustees, inviting them for site visits and semi-annual program updates; overseeing annual grants calendar and ensuring all deadlines and reports are completed by team; developing strategies to upgrade gifts from consistent, long-time grantors; cultivating new relationships through prospect identification, cultivation, and solicitation.
- Seeking out and managing Public Giving opportunities (one-time or annual) at the local, state, and national level; maintaining deep and impactful relationships with public officials and local arts partners.
- Designing and managing new development programs (Planned Giving Program) and building upon our expansion campaign increase donor engagement and retention, and using current organizational data to build these programs.
- Assisting the Development Manager in designing and managing development programs (annual fund, monthly giving program, and grants) and small annual campaigns to increase donor growth, retention, and engagement, using current organizational data.
- Engage corporations to increase corporate gifts and sponsorships for annual event. Support the Committee in the development of the goals and solicitations and logistics for the annual event.

#### Management & Communications (20%)

- Provide leadership and guidance within the Board of Directors and Development Committee to achieve annual fundraising goals through effective planning, implementation, and accountability.
- Lead, supervise and guide the development team (Development Manager & Development Assistant) to achieve goals.
- Support team in donor record and gift acknowledgement.
- Provide strategic oversight for donor communications, streamlining messaging across platforms and developing a consistent brand for the organization in all web content, mailed appeals, brochures, and other development-related materials.
- Develop a plan to engage and connect potential funders and donors with the Rainey community in partnership with the Director of Arts Education.
- Attend Rainey events throughout the year to represent the organization and cultivate donors.

#### Planning & Measurement (20%)

- Create and utilize a goal driven annual fundraising plan to support the organization's strategic goals and support the budget with revenue sources and targets.
- Evaluate the effectiveness of the plan through the use of a departmental dashboard to monitor performance of the plan, ensuring that financial and fundraising goals are met.
- Ensure program growth by collaborating with the leadership team, to develop revenue targets and strategies that align with program goals, and offering a development perspective for organization-wide strategic and operational decisions.

- Use metrics to report progress of goals to the Board of Directors, Leadership Team, and Executive Director.

## **KNOWLEDGE, SKILLS, and REQUIRED QUALIFICATIONS**

- Broad development experience including corporate partnerships and foundation/government funds to major gift solicitation and grant writing.
- Experience building a successful development program, knowledge and confidence to implement new and improved existing strategies to keep pace with the organization's growth goals.
- Demonstrate commitment to the Rainey Institute's mission to develop positive growth for Greater Cleveland's youth through education and engagement in visual and performing arts.
- Experience with donor and budget and grants management platforms. Knowledge of Donor Perfect, Fluxx and Quickbooks a plus.
- Demonstrated ability to represent the mission accurately and persuasively to volunteers, donors, and prospects.
- Exceptional work ethic and track record of initiative and achievement.
- Ability to work a flexible schedule as needed, attending program events and fundraisers.
- Outstanding interpersonal and communications skills characterized by the ability to listen, speak and write well.
- Strong leadership qualities, including the ability to both delegate and to execute, thereby leading by word and example.
- Ability to manage confidential information with discretion.

## **EDUCATION & EXPERIENCE**

- Bachelor degree required
- Minimum of 8 years work experience in philanthropy.

Candidates should submit cover letter and resume to the Executive Director, Dr. Jennifer Harris, by email at [jharris@raineyinstitute.org](mailto:jharris@raineyinstitute.org)

*This job description is not intended to be a complete list of all responsibilities, duties or skills. It is subject to review and change in accordance with the needs of Rainey Institute. Rainey Institute is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve status, or any other status or characteristic protected by law.*