



Job Title: Development & Membership Director
Reports to: Executive Director
FLSA Status: Full Time/Exempt

Position Description:

The Development & Membership Director reports to the Executive Director and is responsible for the development, coordination and management of Alliance development programs and membership services. Primary duties include, coordinates fund-raising activities by prospecting, cultivating and soliciting individual, corporate, foundation, and government gifts and grants; establish an annual fund; entering gifts, generates gift acknowledgement letters and membership cards; generates membership renewal notices; maintains established database structure and accuracy/reliability of data; generates reports and queries; works to proactively increase membership numbers; serves on Membership and Development Committees; attends and assists with the coordination of membership and development related programs/events; and coordinates donor and membership related mailings.

Required Qualifications:

The knowledge of fund development practices, techniques and activities; thorough knowledge of the principles and practices of marketing and public relations; good organizational, motivational and interpersonal skills; ability to communicate effectively both orally and in writing; ability to exercise resourcefulness in meeting and resolving problems; ability to develop and maintain effective relationships with Alliance patrons, business community, volunteers, employees and the public; ability to organize work, set priorities, meet critical deadlines and complete assignments with minimal supervision required. *Proficiency in Donor Perfect and Microsoft office programs preferred.*

Specific Responsibilities (Development & Membership Director):

- Maintain and proactively grow membership base.
- Enter membership donations, acknowledgement letters and membership cards.
- Timely generation of monthly membership renewal notices.
- Coordinate membership mailings and brochures.
- Respond promptly to donor & membership inquiries related to benefits, programs, opportunities.
- Participate in Development & Membership Committee .
- Report Monthly membership numbers and trends to the Executive Director.
- Create and track Membership and Development budget in conjunction with Executive Director.
- Manages daily development activities.
- Develops strategic planning for development goals, including time tables, objectives, budgets, etc.
- Identifies and researches funding opportunities on local, regional and national levels.
- Makes solicitations and prepares written proposals for support in conjunction with Executive Director.
- Develops and implements an annual fund.
- Works with Alliance staff to identify grant opportunities and research, prepare & submit applications.
- Develops campaigns for the solicitation of corporate and individual memberships.
- Recruits, motivates, and trains volunteers to aid in fund-raising pursuits.
- Monitors and documents fund-raising activities by receiving and recording contributions/payments, acknowledging donor support, and following-up with requisite reporting requirements.
- Assists Public Relations department in the preparation and design of PR materials
- Assists in coordinating special events.

Alliance for the Arts seeks Development & Membership Director. Please submit resume and cover letter to info@artinlee.org. Applications accepted through August 1st.