

Job Description

Director of Development

Job Description/Responsibilities

MoCo Arts seeks an energetic and enthusiastic full-time fundraising and development professional. Responsibilities include establishing and implementing a long-term development strategy, managing fundraising activities in collaboration with the Executive Director and established committees, developing and maintaining relationships with donors, researching, and writing grant proposals and reports, securing corporate sponsorships, and managing the development budget. This position reports directly to the Executive Director.

About MoCo Arts

Established in 1991, MoCo Arts is a 501(c)3 nonprofit, arts education organization located in downtown Keene offering year-round dance, theatre, and young arts classes for students 6 months to 18+ years, and multi-arts school vacation and summer camps for kids ages 4 through grade 12. MoCo Arts provides up to \$80,000 in tuition assistance per year. As part of the educational process, MoCo offers professional quality performance experience for students. Funding for MoCo Arts is provided in part by the New Hampshire Charitable Foundation, the New Hampshire State Council on the Arts, and the National Endowment for the Arts. To learn more about MoCo's mission or ways you can support MoCo's work, visit moco.org or call (603) 357-2100.

Mission

Transforming Lives Through Movement and Creative Expression

Strategy and Research

In collaboration with the Executive Director, Development Committee and the Fiscal Coordinator, the Director of Development will:

- Establish financial goals and formulate a long-term development strategy to sustain and improve the fiscal and long-term health of the organization
- Initiate and implement a long-term strategy for stewarding major gifts and endowment and planned giving programs.
- Conduct research to identify and secure new funding sources to meet annual and long-term fundraising goals.
- Identify and research best practices in the development field.

Fundraising

The Development Director will:

- Work closely with the Executive Director and the Development Committee by providing oversight for fundraising strategies and activities.
- Manage and carry out MoCo's signature fundraising event Lights. Camera. KEENE! in collaboration with volunteer Event Committee, and Artistic Team.
- Initiate and manage donor relationships along with the Executive Director.
- Identify, solicit, and steward major donors and institutional funders.
- Execute an Individual Giving Program, including annual gifts, scholarships, and capital gifts.
- Research, write, and submit grant proposals and reports.
- Coordinate with the Executive Director regarding priorities, opportunities, key concepts, and implementation.
- Provide oversight for donor events and all related marketing materials.
- Work with Executive Director, Development Committee, Board of Directors, and the Management Team to identify potential donors and fundable initiatives.
- Create and secure sponsorships and program ads.
- Continue to cultivate a culture of philanthropy with MoCo families, staff, board, and the community.
- Maintain donor software *Little Green Light*

Organization Coordination/Reporting

The Development Director will:

- Prepare and monitor the annual development budget with the aim of meeting income and expense goals in collaboration with the Executive Director and Fiscal Coordinator.
- Provide monthly development reports to the Executive Director, and Board.
- Provide weekly updates to the Management Team.
- Provide input to the marketing and public relations plan in coordination with the Communications /Marketing Manager to ensure creative, effective, and efficient communication with donors, institutions, and other external constituents.

- Provide consultation to the Executive Director, Management Team, and the Board of Directors for the purpose of deepening their knowledge about effective development practices.

Preferred Qualifications: Bachelor's Degree or equivalent experience in development, fundraising, donor relations, grant writing and strategic planning.

Application:

Please submit the following:

- Cover Letter
- Resume
- Contact information for three (3) references

Application Deadline: Review of applications to begin immediately and continue until the position is filled.

Job Type: Full-time

Benefits:

- Employee discount
- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Work Location: Hybrid – in office & remote