

## **Director of Giving & Special Initiatives (Full-Time)**

### **ORGANIZATION SUMMARY**

The Dayton Ballet, Opera, and Philharmonic share a record of stellar achievement, excellence in presentation, and a deep commitment of service to the greater Dayton region. We are fortunate to build upon this foundation as the Dayton Performing Arts Alliance. As a new model for arts leadership, the Dayton Performing Arts Alliance is committed to creating a healthy and vibrant Dayton community by working to build bridges among diverse communities, and serve as a catalyst for revitalization and economic development. Individual contributions, foundation grants, and community partnerships with area businesses make it possible to continue classical performing arts in our community, serve more than 75,000 K-12 students through our education programs each year, and present the highest level of performance excellence in the Dayton community.

### **POSITION SUMMARY**

Reporting to the Chief Development Officer, the Director of Giving & Special Initiatives will be responsible for relationships with board of trustees, long-time donors, among others to cultivate, solicit, and steward gifts in coordination with the CDO. This role will lead the way for planned gift donor stewardship strategy and will effectively steward planned gifts.

### **SPECIFIC POSITION RESPONSIBILITIES**

#### Corporate Support Responsibilities

1. Manages DPAA relationships with current corporate sponsors
2. Identifies, cultivates, solicits, and stewards new corporate sponsorships with a portfolio focused on new sponsors up to \$5,000
3. Plans annual corporate fund appeal targeting new partners

#### Ongoing Coordination Responsibilities

4. Coordinate participation in meetings for CDO, CEO, and Artistic Directors in special initiatives and campaigns, as appropriate
5. Schedule, document, and maintain action documentation for CDO, CEO, Artistic Directors
6. Keep special initiatives moving forward as directed by CDO
7. Prepare dossiers, research, and materials necessary for success of planned giving conversations with current and prospective donors

#### Planned Giving Responsibilities

8. Develop and manage a portfolio of prospective donors
9. Identify, qualify, cultivate, steward, and solicit individuals and corporations capable of making planned and major gifts through face-to-face visits with prospective donors.
10. Develop a strong network of estate attorneys, financial advisors, trust officers, and accountants to keep them apprised of benefits of planned giving.
11. Develop and oversee planned giving marketing / educational materials. Print, web-based, and electronic communications will be established and updated throughout the year.
12. Serve as the staff liaison to the Planned Giving Committee of the board in coordination with the CDO and committee chair.

## QUALIFICATIONS

1. Minimum five to seven years of experience in fundraising including, but not limited to, annual fund, individual giving, planned giving, special events, campaigns, corporate giving
2. Comfortable engaging with individuals, subscribers and patrons in various one-on-one and group settings.
3. Able and eager to share the story of the Dayton Performing Arts Alliance to a variety of constituents verbally as well as in print
4. Ability to manage constituent relationships, develop solicitation strategies and execute moves management systems.
5. The ideal candidate is:
  - a. Motivated, enthusiastic, and personable
  - b. Exceptionally detail-oriented, highly organized
  - c. Possesses strong written, verbal, and listening communication skills
  - d. Has strong time management skills
  - e. Is comfortable balancing multiple high priorities with minimal direct oversight
  - f. Experienced in Raiser's Edge software
6. Experience in effectively communicating and working with high-net worth individuals to identify, cultivate and secure planned gifts commitments.
7. A strong understanding of various forms of planned giving vehicles is preferred.
8. Experience in supervising staff and managing volunteer committees.
9. High degree of proficiency in Raiser's Edge, Microsoft Word, Excel and Power Point
10. Bachelor's Degree in Marketing, Communications or related field.
11. Passion for the performing arts with knowledge of the ballet, opera, and orchestra desirable.
12. Responsibilities related to events and working with volunteers may fall outside normal business hours including nights and weekends. Need to have a valid driver's license and access to a personal vehicle. Must be able to perform light to moderate lifting.

## WORKING ENVIRONMENT

Salary plus benefits package including health and dental insurance, paid vacation leave. Fast-paced environment with events and performances focused between September and June. Fringe benefits include access to attend performances throughout the season.

***This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Nothing in the position description restricts management's right to assign or reassign duties and responsibilities to position at any time.***

Interested applicants should send a resume and cover letter highlighting qualifications, as well as, salary requirements to Amber Rose, Chief Development Officer, at [ARose@daytonperformingarts.org](mailto:ARose@daytonperformingarts.org).  
A position summary is also posted at <http://daytonperformingarts.org/dpaacareeropportunity>.

Resumes will be reviewed as submitted. You can also visit <http://daytonperformingarts.org/> to learn more about the Dayton Performing Arts Alliance and the impact the right candidate will help make in the Dayton region.