

## JOB DESCRIPTION



<b>Job Title:</b>	Director of Development		
<b>Location:</b>	Purchase, NY	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$60,000 – \$65,000	<b>Position Type:</b>	Full-Time; hybrid workplace
<b>Mission:</b>	RTA helps people in prison develop critical life skills through the arts, modeling an approach to the justice system based on human dignity rather than punishment.		
<b>Work Environment:</b>	<p>RTA is a fast-paced organization led by a collaborative staff who value teamwork through staff-developed, mutually agreed upon core values.</p> <p>As an organization that works extensively with incarcerated and formerly incarcerated people, we stand in solidarity with all those oppressed by institutional inequality and embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, including those impacted by the justice system.</p> <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, or veteran status.</p> <p>RTA supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices. Staff work a standard work week but are occasionally required to work some evenings and/or weekends for special events.</p>		

**POSITION DESCRIPTION:**

The Director of Development is responsible for leading the strategy and execution of RTA's annual development program with a focus on individual donors, major donors and institutional funders.

**KEY ROLES AND RESPONSIBILITIES:**

- **Individual Donors:**
  - Manage annual development plan, charting out appeals and events for the year
  - Manage portfolio of individual donors & major donors with Moves Management
  - Thank, steward and cultivate donors on ongoing basis
  - Manage prospect research and donor acquisition
  - Schedule 1-1 meetings & calls with major donors and prospects as appropriate
  - Attend selected screenings and other events to meet potential new donors
  - Oversee annual appeal letter
  - Manage Board dues give/get & other communication with Board as needed
- **Institutional Funders – Foundations, Corporations & Government:**
  - Identify and pursue new institutional funding opportunities through research, frequent Letters of Inquiry (LOIs), phone calls with potential funders, and attending webinars and networking events
  - Manage existing relationships with institutional funders, including elected officials
  - Support the Deputy Director in developing proposals for general operating, program and project funds
  - Maintain calendar to track grant proposals, renewals, and reports
  - Prepare Executive Director and other key solicitors for cultivation and stewardship calls and meetings with institutional funders
- **Special Events:**
  - Collaborate with Director of Communications on all fundraising events
  - Convene host committee if applicable
  - Oversee outreach & curate mailing list
  - Research guests and give board/staff assignments for day-of cultivation
- **Communications:**
  - Collaborate with Director of Communications on donor-facing materials such as invitations and the annual appeal letter; ensure communications are donor-centric

**PREFERRED SKILLS / REQUIREMENTS:**

- BA degree or equivalent in work experience is required
- At least 5 years development experience with an emphasis on individuals and institutional funders, including a strong track record of successful fundraising
- Detail-oriented, creative self-starter with exceptional interpersonal, leadership and strategic thinking skills
- Excellent administrative, communications – both written and oral – and computer skills
- Contribute to and commit to diversity, equity and inclusion practices
- Proficiency with Microsoft Office (Excel, Word, and PowerPoint), Google Drive, and common donor database (e.g., DonorPerfect, Raiser's Edge) required
- Possess a driver's license and have access to a car
- Ability to work flexible hours
- Interest in prison reform and the arts

**PLEASE SEND RESUME AND COVER LETTER TO:** Brandon Barrow at [brandon.barrow@rta-arts.org](mailto:brandon.barrow@rta-arts.org)