



Contact Information

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The Dayton Visual Arts Center (DVAC) seeks a Director of Development

Reports to: Executive Director
Hours: Full-time / Exempt; M-F, 9:30 a.m.-6 p.m.; some evenings and weekends
Salary Range: \$46,000-\$51,000 / commensurate with experience / health benefits / parking
Location: downtown Dayton, OH
Application Deadline: October 6, 2017

About DVAC

Mission: DVAC seeks to provide art for the community and a community for artists,

As Dayton's 501c3 non-profit community art center since 1991, we present Exhibitions, Public Programs & Events, Community Partnerships, and Artist Services to over 10,000 gallery visitors and 139,000 program, event and community partnership audiences a year. We advance the area's rich arts and culture profile by providing artists with a professional place to show work, hone skills and make connections to the art world. We give the community a place to see and learn about contemporary art and meet artists. At its core, DVAC provides art for the community and a community for artists.

DVAC receives operating support from the Ohio Arts Council, Culture Works, Montgomery County Arts & Cultural District, The Dayton Power & Light Foundation and the Virginia W. Kettering Foundation, and Members.

Position Summary

This position is responsible for working with the Executive Director, Board of Directors and Development Committee for planning and coordinating fund development and management for DVAC.

- Provide leadership on fundraising initiatives including major gifts, sponsorships, planned giving, memberships, grants and articulation of future fundraising goals.
- Identify, organize and manage fundraising activities with a focus on new opportunities to obtain ongoing and increased support.

DVAC is now entering a period in which we will seek to accelerate the growth of our audience, program and budget. We are looking for a highly organized, ambitious, entrepreneurial individual who is eager to help grow DVAC into a national leader in arts journalism. In our 25+-year history this will be the first time we are investing in a Director of Development position. This is an opportunity to build your career and build your own program from scratch, while meeting interesting people in the region and in the art world.

The Director of Development must be very well-organized, and possess strong written and verbal communication skills. They should have the skills to research, process, learn and adapt. They are comfortable devising systems that can ultimately be understood and completed by other employees, student interns and volunteers, and working in a small nonprofit organization where all hands are on deck. The Director will have a minimum of 5 years professional fundraising experience, a Bachelors Degree in a related area, and proven experience in working and/or managing a development department.

In addition, the Director of Development will be responsible for proposing and meeting revenue goals. The position will begin with a 90-day probation period, and will become permanent after satisfactory / excellent review by the Executive Director and Board Development Committee.

This position is based in downtown Dayton. Some travel is required to other SW Ohio cities. Attendance at evening and weekend art events is required, and should be something the Director enjoys doing.

Experience Requirements

- Demonstrated mid-level to senior-level experience in a small to medium size organization, preferably in a non-profit organization
- Experienced in all facets of fundraising, including campaigns, planned giving, individual and institutional fundraising, events, and memberships; success building, leading, and mentoring fundraising teams
- Track record of success in earned income and fund development including donor solicitation and cultivation, corporate sponsorships, grants and membership campaigns
- Familiarity with Donor Management Systems (Blackbaud/eTapestry and other technologies)

Primary Roles & Responsibilities

New Development Office Planning & Infrastructure

- Develop and implement overall Development Plan with operational alignment; prospects and strategies for different constituent groups; and provide monthly reports which measure progress towards achieving plan.
- Manage Donor Management system to support Development Plan and operations.

Annual Operational Fundraising

- Design and manage all strategies and activities for donor cultivation, solicitation, and stewardship.
- Work with the Executive Director and Trustees to develop new strategies to initiate and meet aggressive fundraising goals.

Long-term / Future Fundraising

- Develop and implement prospective expansion campaign including prospects and strategies for different constituent groups
- Manage Donor Management system to support campaign and operations.

Grants Management

- Write or supervise writing of all grant proposals, budgets, reports, and other ancillary materials.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Supervise contracted Grant Writer.

Membership Growth

- Working with Executive Director, grow the general membership and increase the overall revenue from membership every year

To apply, email a cover letter, your resume, and 3 references to ebuttacavoli@daytonvisualarts.org by **October 6, 2017**. The subject line of your email must include your full name and title of the position for which you are applying (for example: Jane Smith, Development Director). Please **do not** include the cover letter and/or resume in the body of your email. Incomplete application materials will not receive full consideration for the position nor acknowledgement of receipt.