



## Development Director

### Position Profile

<b>Job Title:</b>	Development Director	<b>Position Type:</b>	Full-Time
<b>Salary Range:</b>	\$60,000–\$65,000	<b>Classification:</b>	Exempt
<b>Location:</b>	Dayton, OH with some remote flexibility	<b>Reports to:</b>	Executive Director
<b>Revised:</b>	August 8, 2022 by RER	<b>Supervises:</b>	1 FTE

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### About Muse Machine

Muse Machine is a nationally celebrated arts education organization serving more than 76,800 students and their teachers each year throughout central and southwestern Ohio and Kentucky since 1982. It's a place where imagination and inspiration meet teaching and learning. We envision schools transformed by the arts—every young person beginning a fulfilling lifelong journey as an arts maker, learner, audience, and patron—every teacher engaging deeply with outstanding artists, arts professionals, and artistic work—every family creating vivid memories of shared arts experiences. Because of the connections between Muse Machine schools and Dayton's rich artistic resources, we imagine a vibrant future for our arts organizations, artists, and community.

Muse Machine's programming centers around giving students the opportunity to experience performances both in- and out-of-school, engaging teachers in arts-integrated professional development, sparking the imagination of children in elementary residencies, and pairing talented and diverse students with accomplished theatre professionals to produce an annual musical and bi-annual summer concert.

### About the Position

Working closely with the executive director, the development director advances the mission of Muse Machine through the strategic identification, stewardship, and solicitation of donors. The development director develops and oversees Muse's annual fund development plan, communicates with current and prospective donors, solicits sponsorships and grants, researches donors and forecasts trends, and monitors endowment and planned giving campaigns. The director works closely with the Muse executive director, program directors, and the board of trustees to ensure a strong collegial work environment and culture of philanthropy in the organization. In the community, the director serves as a dynamic representative of Muse Machine's mission, history, and strategic vision.

The new development director will be a:

- data-driven, collaborative, motivating, methodical, and accountable team member and leader;
- determined and resourceful fund development executive;
- thoughtful and active listener;
- relationship-builder with the ability to connect donors to their passions within the organization;
- engaging and effective communicator.

## Essential Job Functions

*Strategic Direction and Planning:* In coordination with the executive director and the development committee, create an annual fund development plan that maintains the fiscal health of Muse Machine, provides future financial resources for growth, promotes Muse Machine to its donors, and maximizes public awareness of the impact of the organization. Monitor and evaluate all fundraising and development activities to ensure the achievement of fundraising goals. Develop policies and procedures that reflect ethical fundraising practices. Foster a culture of philanthropy across the organization. Monitor trends in the community and adapt fundraising strategies, as necessary.

*Development and Fundraising:* Develop and manage timelines for all fundraising activities to ensure timely and efficient processes. Implement development programs including,

- Annual Giving (direct mail, broad-based)
- Institutional Giving
- Sponsorships and Special Event Fundraising
- Major Giving
- Planned Giving

*Institutional Giving:* With the executive director, prepare and submit all grant applications and final reports. Conduct ongoing grant research for core programming and special projects and initiatives.

*Relationship Management:* Build strategic and effective relationships with donors, corporate funders, foundations, community leaders, and other stakeholders to advance the mission of Muse Machine. Coordinate in-kind donations. Oversee the administration of the Client Relations Management (CRM) system for donors and participating and prospective partner schools.

*Board Relations:* Provide support to the board and board committees for fundraising activity including training, relationship management, and ongoing donor cultivation efforts. Prepare appropriate internal, board, and community reports.

*Department Leadership:* In consultation with the executive director, recruit, interview, select, coach, and lead well-qualified fund development staff. Implement a performance management system, including performance objectives, metrics, and feedback. Provide professional and leadership development training and coaching. Engage volunteers for special fund development projects using established volunteer management practices.

## Position Requirements

### Education and Experience

- Bachelor's degree
- 3-5 years in nonprofit fundraising
- Provable track record in successful grant research and writing
- Extensive knowledge of fund development principles, strategies, and tactics
- Direct experience with special events planning and management

### Competencies, Skills, and Abilities

- Ability to articulate and model Muse Machine's mission, vision, and values
- Passion for and understanding of arts education
- Ability to engage donors, staff, volunteers, and community stakeholders
- Interpersonal skills and the ability to establish relationships with authenticity and integrity
- Effective problem-solving and decision-making skills
- Ability to work independently and be self-directed while being highly collaborative
- Excellent written and verbal communication and presentational skills
- Ability to manage multiple projects, establish priorities and timelines, and meet deadlines
- Working knowledge of federal and state legislation affecting charities
- Commitment to implementing ethical industry standards
- Ability to work efficiently in Microsoft Office Suite and Client Relations Management (CRM) systems

### Desirable

- Certified Fund-Raising Executive (CFRE)

## Application Process

To apply, please send a cover letter and resume to: [careers@musemachine.com](mailto:careers@musemachine.com). Apply by August 21, 2022 for first consideration. Position open until filled.

Candidates are urged to visit the Muse Machine website at [www.musemachine.com](http://www.musemachine.com)

*Muse Machine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*