

I-Park Foundation, Inc.
Director of Development Position (2/7/19)

The full-time Director of Development is responsible for the preparation and execution of the annual development plan, ensuring that adequate resources will be available to support I-Park's mission, programs and operations. The Development Director reports to the President and is a member of the senior management team. Top goals for the position: improved systems and results in the realm of donor identification and cultivation, higher levels of productivity and results within the grant writing function, implementation of a membership program, enhanced impacts from the gala and continued growth in the year-end appeal.

I-Park is a fairly young, ambitious non-profit (determination letter received in 2011) and has not previously had a full-time Director of Development. While we make strides every year in income generation, we need to professionalize this important function. We also appreciate that to achieve long-term sustainability and deepen our cultural impact, will require a multi-year, sustained effort, including additional staff and new technology. The Director of Development will have a major role in shaping this transition from an emerging to a thriving non-profit. The position will be supported by an actively engaged board of directors, a part-time staff person and interns when appropriate.

Sited within a 450-acre nature preserve, I-Park has sponsored over 900 fully-funded artists' residencies since 2001 and built an outstanding reputation within the field. I-Park is both an open-air and a closed-studio laboratory for individual creative pursuits in the fields of visual arts, music composition/sound art, creative writing, moving image and architecture/landscape design. I-Park's nurturing, retreat-type setting allows artists to experiment with new ideas, do research and undertake aesthetic investigations; they develop existing projects and start new ones. I-Park's rich, varied landscape has inspired a special interest in site-responsive environmental art, to which many of our artists have been drawn.

I-Park is a stimulating environment in which to work and grow. Surrounded by an international mix of highly creative individuals, and in the midst of a peaceful, though dynamic, landscape/artscape – you will be readily inspired to lead the organization's development and sustainability efforts.

Duties and Responsibilities

Individual Giving (30%)

- Update and execute the organization's strategy for the identification, cultivation and stewardship of individual donors at all levels, with a special focus on those who are enthusiastic about our mission, or predisposed to become so.
- Create and implement a membership and a planned giving program.
- Consider new ways of creating a rewarding value proposition for potential friends and supporters on an individual basis.

Institutional Support (15%)

- Seek out additional new, and further cultivate existing, sources of institutional support, including foundations, corporations and public entities.
- Be the lead grant strategist/writer for major grant opportunities. Oversee the grant research, and grant reporting functions – as well as the writing of smaller grants.

Fundraising and Cultivation Events (15%)

- In collaboration with the President, plan and execute engaging, memorable public events/experiences, leveraging the I-Park grounds and facilities, as well as off-site venues, for maximum impact.
- Create and help implement a new strategy for soliciting various levels of sponsorships for these events.

Community Engagement (15%)

- In certain settings, serve as a public speaker and advocate for I-Park and its mission.
- Attend I-Park as well as local cultural, civic and related events to broaden awareness of our mission and programming and garner feedback on how we're doing and being perceived in the field.

Administrative, Other (25%)

- Manage and motivate part-time staff members, interns and volunteers.
- Develop and champion the annual development plan and budget.
- Create a compelling narrative and a fundraising recap for the organization's annual report.
- Provide guidance, administrative support and structure for the board development committee.
- Oversee the donor contact management system to be sure it's capturing reliable, actionable data to inform the development effort.
- Produce periodic analytical reports that identify encouraging trends and opportunities as well as challenges.
- Assure that all gifts are recorded and acknowledged in a timely and professional manner – and that all committed donor benefits are being graciously and competently fulfilled.
- Maintain records on events attendance and guest feedback.
- Liaise with individual board members as needed.

Skills and Experience

- 3 to 5 years of progressively more challenging fundraising and development experience demonstrating success in multiple facets of the profession, preferably in an arts or another cultural environment.
- A bachelor's degree is required; masters in a related field highly desired.
- Experience with planned giving, endowment or capital campaigns is a plus.
- Communication skills: exceptional writing skills; the ability to succinctly, engagingly articulate the I-Park mission; economic, empathetic use of language; discretion in terms of safeguarding confidential donor information and a sensitivity to delicate interpersonal dynamics, e.g., a knack for making brilliant seating assignments.
- Computer skills: DonorPerfect or equivalent, MS Office, Google docs.
- Time management: while often juggling multiple priorities, should be able to stay focused on the major, long term goals of the department and the organization.
- Judgment, wisdom, patience: an ability to manage expectations, work with adequate but limited resources, weigh costs and benefits, decide which battles to undertake and which to postpone.

Attributes and Expectations

- Professional demeanor and presentation.
- Ability to work independently.
- Focus: must be comfortable in a fast-paced, goal-oriented environment.
- Ability to travel locally and, when needed for major public, and donor cultivation, events, work some nights and weekends.

Compensation

Commensurate with relevant experience and specialized skills, I-Park offers a competitive compensation package and generous benefits, including health insurance and paid time-off.

How to Apply

We are accepting applications through **March 5, 2019**.

Send resume and a letter of interest to career@i-park.org

Applications will be reviewed on a rolling basis and candidates of interest will be contacted directly.

I-Park Foundation, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics or any other legally protected classifications. In addition to federal legal requirements, I-Park complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment.