



DIRECTOR OF ORGANIZATIONAL ADVANCEMENT

Position Description

Founded in 1987, Mark DeGarmo & Dancers/Dynamic Forms Inc. (MDDF) is a not-for-profit organization with a \$650,000 annual budget. MDDF has produced over 100 dances and 28 international tours involving cultural diplomacy and exchange with 12 countries across Latin America, Europe and Asia. MDDF's education programs target PreK-5 public school students and communities under-served in the arts. MDDF currently serves over 1,500 students and 200 classroom teachers in four Title 1 public schools. MDDF annually serves over 13,000 individuals across all programs.

MDDF seeks an experienced fundraising professional to formalize development activities by leading and building a development office for our growing organization. The position is an excellent opportunity for a highly skilled development professional to plan, prioritize, and build a develop department over the longer term. The Director of Organizational Advancement will report to the Executive & Artistic Director with support from one full-time Development Associate.

Responsibilities:

- Collaboratively determine fundraising strategies and implement activities across all developmental functions including individuals, corporations, government, foundations and special events.
- Annually determine fundraising goals in collaboration with board/staff for each functional area.
- Research prospects, determine cultivation strategies, write grants/reports, prepare fundraising budgets, and maintain development calendar.
- Prepare the organization's annual report.
- Establish site visit protocols and facilitate funder visits.
- Establish a more robust donor-centered webpage.
- Collaborate with program team on impact measures and outcomes.
- Set-up and manage a cloud-based fundraising database that builds on the donor portion of MS Access, the organization's contacts database.
- Collaborate with Marketing Director and other members of the MDDF community as appropriate.

Key Attributes:

- Superb written and verbal communicator.
- Inspirational, entrepreneurial leader with proven track record in raising revenues
- from government, foundation, corporate, and individual sources.

- Brilliant tactician; organizational and time-management skills; exceptional attention to detail and deadlines; a resourceful team player with integrity.
- Good humor and level head.
- Excellent computer skills.
- Commitment to establishing departmental structures that increase fundraising effectiveness.

Qualifications:

- Six to eight years in professional fundraising with at least three years as a Director of Development, Director of Organizational Advancement or similar position.
- Master's degree or equivalent preferred.
- Experience with dance, arts/dance education, and youth services organizations desired but not required.

Compensation:

Competitive range: \$70,000 - \$85,000. Benefits package includes: Paid time-off, holidays, sick leave and disability payroll deduction; optional 403B7 plan; and other benefits available by discussion.

Application Instructions:

Qualified candidates should e-mail cover letter and résumé to:

search@markdegarmoarts.org

Applications will be reviewed on an ongoing basis until the position is filled.

MDDF IS EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

All inquiries are kept confidential.