



HUNTINGTON ARTS COUNCIL

Brighter lives through art.

DEVELOPMENT DIRECTOR
Huntington Arts Council, Inc.
huntingtonarts.org

Full Time Permanent
Salary Range \$60,000 - \$70,000

DESCRIPTION

The Development Director will be a new position at Huntington Arts Council (HAC). The successful candidate will work in collaboration with the Executive Director and Board to create and implement a comprehensive development plan in order to raise the necessary funds for the organization to achieve and enhance its mission. The Development Director reports to the Executive Director. Areas of responsibility include but are not limited to:

Direct Fundraising (55%)

- Coordinate giving by the Board of Directors, Sponsors, and other contributors;
- Cultivate and Solicit individuals to HAC's donor funds;
- Oversee the coordination, distribution, and acknowledgement of all fundraising campaigns;
- Assist in the planning of solicitations and donor meetings;
- Manage Capital Campaign to raise funds for building improvements and endowment funds;
- Work with board in becoming more active advocates and fundraisers for the organization and the arts.

Prospect Management (10%)

- Research, identify, and pursue sources of new funding from individuals, corporate, and foundations;
- Provide meeting and research support to the Executive Director and the Board, including identifying and researching new prospects, analyzing their giving history and developing cultivation strategies.

Event Management (25%)

- Plan and execute annual special events with an eye towards maximizing revenue and exposure.

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DEVELOPMENT DIRECTOR CON'T

Administration (10%)

- Assist the Board by coordinating and taking notes of various meetings;
 - Prepare proposals and materials for funders and for internal uses;
 - Be responsible for the accurate tracking of prospects and donors to ensure appropriate cultivation, solicitation, negotiation, and stewardship;
 - Maintain development calendar and update staff, Development Committee, and Board on deadlines.
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Qualities and Qualifications

- 4 or more years of professional experience in fundraising, donor relations, and event planning;
 - B.A. or B.S. degree/M.A., M.S. or similar degree preferred;
 - High proficiency in Microsoft Office, Google Apps, Social Media Apps, and fundraising software and excellent administrative skills;
 - Excellent writing, verbal, proof-reading, and communication skills;
 - Networked in the greater Long Island philanthropic/donor community;
 - Flexibility, creativity, and initiative;
 - Handle sensitive and confidential information exercising excellent judgment and discretion;
 - Understanding of fundraising programs and prospecting strategies;
 - Experience with online campaigns and auctions;
 - Experience in fundraising with a focus in closing gifts of \$5k or more;
 - Knowledge and understanding of all areas of development;
 - Appreciation of the complexities associated with working for a 501(c)(3);
 - knowledge of fundraising system support requirements;
 - Strong planning, interpersonal, project management, analytical, problem solving, budgeting, and administrative skills;
 - Some night and weekend work will be required.
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Please send a cover letter, resume and contact information for three professional references to: director@huntingtonarts.org, with the subject line "Development Director." Qualified candidates will be contacted. No phone calls, please.

The Huntington Arts Council, is a 501(c)(3) not for profit organization and an equal opportunity employer.

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