



Acadiana Center for the Arts
101 W. Vermilion St.
Lafayette, LA 70501

September 3, 2019

The Acadiana Center for the Arts ("AcA") is seeking a full-time, benefits-eligible Development Director, reporting to the Executive Director. Applications are due through the AcA careers portal by September 27 at 5pm.

About Acadiana Center for the Arts

Founded in 1975, Acadiana Center for the Arts ("AcA") is an independent, community-supported nonprofit which serves to foster arts and cultural activity in Acadiana, an eight-parish* region, globally known for its vibrant traditions, diverse native languages, and lasting appreciation for rich food, great music, and welcoming people. AcA fosters cultural development in the region by supporting artists and communities through direct grant support, by providing K-12 arts education in public schools, and by engaging a broad audience through more than 100 performances and exhibitions each year. A civic landmark located in the heart of Lafayette, AcA's facility includes an adaptable, modern 300-seat theater, 8,000 ft² of museum-quality galleries, and extensive rehearsal and classroom spaces.

AcA presents a wide variety of artists, from global household names to local emerging talent. AcA is a nationally renowned education center and has been a Kennedy Center Partner in Education for over 20 years. Recipient of the Lieutenant Governor of Louisiana Culture Award as Outstanding Arts Organization, AcA works extensively in the area of artist services. AcA supports fair and equitable compensation for the work of all artists and is committed to the promotion and support of artists as working professionals. AcA strives to support artists in meeting their full potential and help them develop professional careers through advocacy at the local, state-wide, and national levels.

Position Overview

The Development Director leads the AcA's annual fundraising strategy, which generates approximately \$500,000 in gifts and grants each year in support of AcA programming. The Development Director manages the small development department team to set realistic goals and to execute fundraising asks and recognitions with an extreme degree of precision. A direct-customer facing position, the Development Director takes personal responsibility for the user experience of AcA members and serves as a direct point of contact for the organization with key supporters. A proactive planner and collaborator, the Development Director, in partnership with the Executive Director, works with program staff to identify new fundraising opportunities and to share stories of success with key stakeholders.

Job Title: Development Director

Reports To: Executive Director

Direct Reports: Development Coordinator

Focus Area 1: Annual Fund Development

Success Statement: AcA makes and follows realistic plans to achieve its annual operating fundraising goals across all programs and activities.

Performance Standard:

- a. Develop and execute the annual fundraising plan with the goal of raising approximately \$500,000 annually;
- b. Direct annual fund drives and membership campaigns to retain and grow operating support for AcA;
- c. Secure annual sponsorship to support Education, Performing Arts, and Visual Arts programs;
- d. Secure sponsorship for individual events, as needed to meet budgetary goals (especially Student Arts Expo and Gulf Brew);
- e. Write and administer grants and proposals for support from foundations and public agencies;
- f. Ensure the successful planning and marketing of fundraising events, including Gulf Brew, AcA's annual beer festival fundraiser.
- g. Generate new ideas that increase revenue and donor loyalty;
- h. Report on program progress to leadership and the board;
- i. Oversee the development budget and monitor expenses.

Focus Area 2: Donor Relations

Success Statement: AcA donors feel that their gift is quickly acknowledged, understand and value the impact their gift makes, and feel that they receive a VIP treatment from AcA and its representatives.

Performance Standard:

- a. Ensure Executive Director, board members, and program directors are placed in appropriate conversations with funders to maximize their effectiveness;
- b. Maintain long-term relationships with existing donors;
- c. Identify and build relationships with new and prospective donors;
- d. Manage systems and software to track and cultivate donors and prospects, including our donor database;
- e. Administer signature fundraising and donor stewardship events;
- f. Make direct, face-to-face solicitations;

Focus Area 3: Departmental Management

Performance Standard: The Development Department keeps secure and organized records of donations and proactively plans a year-round schedule of fundraising activities.

Performance Standard:

- a. Maintain an annual fundraising calendar for the organization that serves as a shared document for the planning of campaigns and new donor solicitations;
- b. Maintain a grants calendar with well communicated deadlines for grants and proposals that require departmental collaboration;
- c. Maintain donor records in a secure and organized way;
- d. Meet deadlines for funding applications and reports;
- e. Maintain and provide records of donations and grants to meet AcA's high standards of financial reporting.

Focus Area 4: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to executive director;
- b. Supervise a development assistant;
- c. Manage communications and task flow with members, sponsors, and grantmakers.
- d. Work with leadership to set and achieve contributed revenue budgets for all programs;
- e. Prepare for and participate in regular staff meetings, committee meetings, and board meetings;
- f. Participate in meetings with leadership, as requested;
- g. Assist other staff members and board members, as appropriate;
- h. Assist with special projects, as appropriate.

Qualifications

- BA in related field is essential.
- Demonstrated experience making successful fundraising solicitations is essential;
- Demonstrated ability to write persuasive and successful proposals for support is essential;
- Talent for engaging new people as donors is essential;
- High attention to detail and ability to track many moving projects simultaneously is essential;
- Excellent follow-through in donor communications and project planning is essential;
- Postgraduate degree or certification in fundraising is desirable.
- Experience planning and executing large-scale fundraising events is desirable.
- 5+ years of experience in professional fundraising is desirable.

How to Apply

Applications should include (1) a resume with professional references, (2) a cover letter, and (3) a writing sample of a funding proposal. Please submit your application materials through the online application portal, located here: <https://goo.gl/forms/nzjZTsFhCnKFwAs2>

AcA 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.