

Job Description

Position Title: Development Director

FLSA Status: Exempt

Reports To: Executive Director

Date: 09/2023

Organization Overview

Kids Dance Outreach, also known as KDO, provides accessible, high-quality dance and arts education to Indianapolis based children. Through our programs, children are empowered to succeed and given the tools to persevere, be brave, and understand empathy as they discover new and unimaginable ways to see themselves and others. The work KDO does is mission-driven and is a fast-growing organization who values individual contributions and supports professional growth.

Position Overview

The Development Director will assist the Executive Director in growing the annual operating budget and increasing board membership. At the same time, supporting meaningful and sustainable growth by embracing challenges with enthusiasm and skill. The Development Director will oversee strategic development and donor planning through tactical execution of strategic plans for KDO's development. Furthermore, there is a specific focus on developing dynamic new, and maintaining existing, donor relationships (individual and institutional) through outreach, new initiatives, and existing proven programs. This person will have the opportunity to build and coach their team as contributed revenue continues to grow.

Essential Capabilities And Responsibilities

Primary Functions

- Strategically expands corporate partnerships/sponsorships, developing funding opportunities and building relationships with marketing and philanthropic divisions of companies and businesses.
- Develops strategies for foundation grant seeking, ensuring these are executed and consistent with KDO's organizational and fundraising plans.
- Creates and implements research and leadership for major donor cultivation strategies, such as planned giving, and exploration of alternative sources of funding.
- Supervises and directs the strategic planning, execution, and coordination of various fundraising events, including the development components associated with the prestigious Event of the Year, class observation, open rehearsals, dinners, and other fundraising initiatives, while providing oversight to event consultants.
- Grows and stewards (including soliciting, as appropriate) a pipeline of individual, corporate, foundation, and government donors and prospects.
- Ensures government grant funding requests, processes, and reporting are strategic and timely.
- Build a digital fundraising strategy in conjunction with the Leadership Team.
- Maintains responsibility for all written fundraising documents, including proposals, correspondence, and print materials.
- Develops professional relationships with Board members; educates and orients the Board in honing skills in donor cultivation and solicitation.
- Represents KDO at meetings, public events, and other activities.

Secondary Functions

- Creates a comprehensive strategic plan for implementing and managing a planned giving program.
- Construct and supervise strategies for growing and sustaining a robust donor base and implementing high quality donor communication, stewardship practices, and donor/wealth analyses.
- Provides oversight and direction for the organization's database (currently Network for Good) and systems to ensure appropriate donor and prospect stewardship and tracking, which accurately evaluate and report performance.
- Manages other assignments and job duties as these may arise.

Attributes

- Passion for KDO's mission.
- Positive attitude and inviting attitude.
- Accountability to ensure a mindset of growth and sustainability.
- Commitment to the kids you are impacting.
- Being a team player by consistently committing to solving tasks together, especially with your co-workers and the individuals you work with to ensure a homogenous environment.
- Clear professional communication skills, both written and oral, while still having fun.
- The ability to take initiative by creating positive solutions to enhance and build a better path forward.
- Champion a culture of creative thinking by embracing potential possibilities over difficulties.
- Resides in or around Marion County and has familiarity with the community, donors, and foundations.

Education & Experience

- A Bachelor's Degree required, with seven or more years of development and fundraising experience.
- Experienced in professional fundraising/development to include applied knowledge of fundraising strategies and donor relations with foundations, individuals, corporations, and other sources.
- Demonstrated success in securing major support from private and/or public sources – preferably for educational or arts projects.
- Proven success in grant writing and meeting annual goals.
- Transparent and high integrity leadership and a style that motivates people to work hard while having fun.
- Comfort with ambiguity, the ability to respond adeptly to rapidly changing priorities, and ability to work well under pressure.
- Proven ability to make decisions and solve problems independently, effectively, and creatively.
- Strong written and oral communication skills with the ability to effectively communicate the KDO vision at all levels and across organizational lines in a manner inspiring to staff, board, donors, and volunteers.
- Experience with Network for Good or similar donor tracking software a plus.
- Previous capital campaign experience a plus.

Physical Demands

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully.

- Ability to sit for extended periods of time while working on a personal computer.
- Frequently communicates with others and must be able to exchange clear and accurate information.
- Strong sensory skills are required, such as good eyesight, hearing, and dexterity.

- Occasionally may need to reach, stoop, or kneel.
- Capability to lift at least 25 lbs., bending and reaching throughout the day as needed.
- Willing to travel to on-site locations for stakeholder engagements and projects.
- Able to conduct work in various environments with a wide variety of audiences.

Salary: \$90,000 - \$98,000 Annually **commensurate with experience*

Benefits, Culture, & More

- Additional total compensation package includes health insurance coverage options, retirement fund matching contributions (after one year of employment), generous DTO and holiday schedule, flexible (hybrid remote/in-person) work environment, and more.

To Apply:

Please include a resume, cover letter, and a writing sample, recent grant/funding proposal to Executive Director, Mónica M. Muñoz at mmunoz@kdoutreach.org.

EEO Statement

Kids Dance Outreach is an Equal Employment Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We are committed to a work environment which supports, inspires, and respects all individuals.