

Job Description

Position Title: Development Director	FLSA Status: Exempt
Reports To: Executive Director	Date: 8/2024

Organization Overview

Kids Dance Outreach, or KDO, provides accessible, high-quality dance and arts education to children across Indianapolis. Our programs have a profound impact, empowering children to succeed, giving them the tools to persevere, be brave, and understand empathy -- they discover new and unimaginable ways to see themselves and others. KDO is a fast-growing, mission-driven organization that deeply values individual contributions and is committed to supporting professional growth. Our journey is one of passion, commitment, and relentless pursuit of excellence.

Position Overview

The Development Director will partner with the Executive Director to strengthen and build upon the successes to date, elevating and diversifying the annual budget and boosting a culture of philanthropy throughout the organization and beyond. The Development Director is a leader, storyteller, and advocate for KDO. Their passion, commitment, deep understanding, and clarity are crucial in shaping how others perceive and appreciate KDO's story. A key focus will be cultivating new, dynamic, and maintaining donor relationships through proactive outreach, creative initiatives, and proven programs. They will also have the opportunity to build and coach a high-performing team as our revenue continues to grow.

Essential Capabilities And Responsibilities

Primary Functions

- Grows and sustains a robust donor base, including individual donors, corporate sponsors, and foundation partners, and implements high-quality donor communication, stewardship practices, and donor/wealth analyses.
- Provides oversight and direction for the organization's database (NEON) and systems to ensure appropriate donor and prospect stewardship and tracking, which accurately evaluates and reports performance.
- Maintains responsibility for all written fundraising documents, including proposals, correspondence, and print materials.
- Build a digital fundraising strategy in conjunction with the Leadership Team.
- Expands corporate partnerships/sponsorships, developing funding opportunities and building relationships with marketing and philanthropic divisions of companies and businesses.
- Plans, executes, and coordinates 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.
- Dynamic storytelling: beyond overseeing projects, it's about becoming the passionate advocate and visionary leader who brings the KDO story to life.
- Develops and nurtures professional relationships with Board members, playing a crucial role in educating and orienting the Board in honing donor cultivation and solicitation skills.
- Plays a significant role in representing KDO at meetings, public events, and other activities, contributing to the organization's public image and outreach efforts.
- Seeks foundation grants and ensures these are executed and consistent with KDO's organizational and fundraising plans.

Secondary Functions

- Plans and implements planned giving program.
- Supports capital campaign efforts.
- Networks throughout the community.
- Manages other assignments and job duties as these may arise, demonstrating adaptability and readiness to take on new challenges.

Attributes

- Passion for KDO's mission.
- Positive and inviting attitude.
- Accountability to ensure a mindset of growth and sustainability.
- Commitment to the children you are impacting.
- As a team player, your commitment to solving tasks, especially with your co-workers and the individuals you work with, is integral to ensuring a homogenous environment and our collective success.
- 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.
- Your ability to take initiative and create positive solutions is crucial to enhancing and building a better path forward. You are empowered to make a difference.
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 and seven or more years of development and fundraising experience are required.
- Experienced in professional fundraising/development, including applied knowledge of fundraising strategies and donor relations with foundations, individuals, corporations, and other sources.
- Demonstrated success in securing significant support from private and/or public sources – preferably for educational, cultural or art 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 the ability to work well under pressure.
- Proven ability to make decisions and solve problems independently, effectively, and creatively.
- Experience with NEON CRM or similar tracking software is a plus.
- Previous capital campaign experience is 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 while working on a personal computer.
- Frequently communicates with others and must be able to exchange clear and accurate information.
- Occasionally, you may need to reach, stoop, or kneel.
- Capability to lift at least 25 lbs., bending and reaching throughout the day as needed.
- Strong sensory skills, such as good eyesight, hearing, and dexterity, are required.

- 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: \$85,000 - \$95,000 Annually **commensurate with experience*

Benefits, Culture, & More

Additional compensation packages include health insurance coverage options, retirement fund matching contributions (5% after one year of employment), generous DTO and holiday schedule, flexible (hybrid remote/in-person) work environment, and more.

To Apply:

Please send a resume, cover letter, writing sample, recent grant/funding proposal, appeal letter, or presentation to Executive Director Mónica M. Muñoz at mmunoz@kdoutreach.org. Please include “Development Director Application, [Full Name] ” in the Subject Line.

Applications will be accepted through Monday, September 23, 2024, or until the position is filled.

EEO Statement

Kids Dance Outreach is an Equal Employment Opportunity employer. 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 that supports, inspires, and respects all individuals.