



Development Director Job Description

Position: **Development Director**

About Arts on the Block:

Arts on the Block (AOB) empowers creative youth to imagine and shape fulfilling futures, join the creative workforce, and contribute to the quality of life in their communities. AOB achieves its mission by providing real-world experiences in the arts and entrepreneurial training geared toward opening new pathways to learning, self-discovery, and achievement.

AOB was founded in 2003, making 2023 our 20th Anniversary year as Montgomery County's premiere studio art apprenticeship program- offering youth and young adults the opportunity to learn about art, design, and business by engaging them in real-world public art commissions. From our downtown Silver Spring studio, we recruit, train, and support young people with art and design aptitudes who might not ordinarily be introduced to entry-level jobs and career paths in the creative industries. In collaboration with Montgomery County Public Schools (MCPS), we provide inquiry-based arts+STEM learning, bolstering educational goals for elementary and middle school aged children. Along with a mentoring program, college and career readiness supports, "Block Talks", and Visual Art Studio (VAST) workshops and year-round events, Arts on the Block aims to be recognized as a hub of creative connectivity for all ages. Arts on the Block (AOB) is the only organization in the Washington, DC, area offering youth the opportunity to learn about the intersection of art, design, and business by engaging them in real-world art projects. Since its founding in 2003, Arts on the Block's mission has been to empower creative youth to imagine and shape fulfilling futures and contribute to the quality of life in their communities. AOB achieves its mission by providing real-world experiences in the arts, educational guidance, and entrepreneurial training geared to its unique capabilities. Our target audience is young people ages 4 to 24, most of whom live and attend school in Montgomery County, Maryland.

Arts on the Block seeks a Development Director to work closely with our Executive Team (Executive Director and Deputy Director) and Board of Directors to lead and implement a development and fundraising program to meet the short-term and long-term financial goals of the organization as they align with our mission, vision, and values.



Key Responsibilities/Duties:

Development Planning and Reporting

- Establish, manage, and implement a *development strategic plan* based on AOB's organizational strategic plan, fiscal goals, and mission-based objectives as explored by AOB stakeholders.
- Routinely monitor progress against plan KPIs for quarterly and annual budget projections in support of the overall organizational budget.
- Regularly report on fundraising progress against goals, outstanding submissions, prospect probability, and monies due.
- Create and strengthen processes and systems for gift processing, donor prospecting, cultivation, acknowledgment, and stewardship.
- Identify, cultivate, solicit, and steward institutional funders and individual donors to grow the funding base as well as maintain and strengthen current grantor/donor relationships.
- Manage a portfolio of major donors, corporate sponsors, government grants, gifts to similar organizations, and other prospects as found through research into new funding sources.
- Work with Communications staff to maintain ongoing donor cultivation and stewardship, creatively communicating with stakeholders in ways that build their enthusiasm for our work.- currently through our website, social media, and MailChimp newsletter.
- Manage and direct the grants and reports writing process with assistance from the Grants and Reports Writing Team.
- Develop and maintain relationships with and creatively engage board members, arts advisory members, and other volunteers in fundraising initiatives, providing training and coaching as needed.
- Strategize, support, and produce, in collaboration with the board and other volunteers fundraising events.



Required Skills & Abilities:

- Superb interpersonal skills.
- Excellent verbal and written communications competencies.
- Must be highly-organized.
- A fine-tuned attention to detail.
- Effective and efficient ability to manage several deadlines simultaneously.
- An interest in youth development and/or the arts is preferred
- Adept at public speaking with the ability to present confidently.
- Must be able to think strategically and take a 360 view of the grant writing, review, and reporting processes.
- Have a love of learning new things through research- used to incorporate into grant narratives when possible.
- Be a storyteller who can communicate to a variety of audiences over different media as appropriate to audience, tone, and message.

Education & Experience

- Bachelor's degree.
- At least 3 years of direct fundraising experience in the nonprofit sector.
- Extensive knowledge of fundraising strategies and principles.
- Proven relationship building expertise across diverse communities.
- Experience working collaboratively and effectively with staff and members of a Board of Directors.
- Experience with donor management/CRM systems, Salesforce in particular.
- Proficient in Microsoft Office Suite and knowledge of Google Suite, MailChimp or similar software.
- Knowledge of Zoom or other similar tools

Benefits and Compensation

The expected salary range is \$55,000 to \$65,000

Health Insurance reimbursement, 10 days paid vacation, sick leave, 10 paid holidays.

This is a hybrid position, WFH and in-office hours/days are negotiable.

Must be available to work occasional evenings and weekends during events.

How to Apply

Please send a cover letter and resume including at least two references (name, title, email, and phone number) in PDF format to AOB Executive Director, Chris Barclay at cbarclay@artsontheblock.com with "Development Director" in the subject line.

Applications will not be accepted by mail.

Arts on the Block does not discriminate based on race, color, religion, gender identity, national origin, disability, sexual orientation, or ethnicity.