



**Position Title:** Director of Development

**Department:** Development

**Reports to:** Executive Director

**Status:** Full-Time, Salaried, Exempt

**Position Summary:**

Pratt Fine Arts Center is seeking a bright and energetic Director of Development to lead a comprehensive development effort in support of the organization's dynamic mission. Reporting to the Executive Director, the Director of Development will work closely with the Board of Trustees, the Marketing Director, and the management team to steward, solicit, and secure contributed support from current and future funding sources. The Director of Development will support the long-term health of the organization by building meaningful and productive relationships with these supporters.

Pratt is currently adapting to public health restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19. For the foreseeable future, the Director of Development will be expected to work remotely, participating in meetings and producing fundraising events in virtual platforms. Such events should be programmed as needed for the purposes of donor cultivation, appreciation, and/or direct fundraising. In-person events and activities may resume when it is safe to do so, including Pratt's large-scale art auction and fundraising dinner, which had been a long-standing tradition.

Pratt is in search of candidates with proven success in development who are poised and prepared to lead a comprehensive development program. A successful candidate will be a self-starter with a lively personality who is comfortable working both as a part of a team and working independently. This is a rare opportunity for a promising development professional to grow with an organization with a long history of fundraising success.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. BIPOC are encouraged to apply.

This is a full-time, year-round position requiring occasional evening and weekend hours, as required.

**Responsibilities:**

The Director of Development's primary responsibilities include:

- developing and implementing an annual development plan
- orchestrating and leading solicitation programs for the annual fund campaign
- leadership and production of the annual fundraising auction
- creating and managing budgets
- major gift cultivation and solicitation
- oversight of foundation, government, and corporate grantwriting
- sponsorship solicitation for special initiatives
- development and promotion of a formalized planned giving program
- oversight of donor tracking and database management
- supervising two full-time staff members
- representing Pratt at community events and outreach activities
- assisting in the recruitment of new board members
- capital fundraising, as needed

**Minimum Qualifications:**

- Bachelor's degree in related field
- 5+ years of experience in development positions, preferably for arts organizations
- Excellent communication skills in writing and oral presentation
- Proven success in establishing and meeting development goals
- Understanding and experience with special event production
- Experience with personal solicitations in person and via phone/email

- Ability to work with diverse constituent groups including principal donors, trustees, artists, etc.
- Knowledge of donor database software systems
- Confidence in working with financial data and reports
- Demonstrated record of integrity
- Ability to lift and transport works of art

**Preferred Qualities:**

- Master's degree in related field
- Fundraising auction experience
- Passion for arts education and support of artists
- Experience in serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion
- Ability to manage stress and maintain sense of humor

**Compensation:**

\$75-90k annual salary range DOE + medical, dental, and long-term disability and paid vacation. Employeepaid short-term disability and retirement programs are provided, but are optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

**Application Requirements:**

Interested parties should email the following application materials to Steve Galatro, Executive Director, at [sgalatro@pratt.org](mailto:sgalatro@pratt.org):

- a cover letter including a statement of commitment to diversity, equity and inclusion
- current resume
- a list of three current references

No calls or drop-ins, please.

**Application Deadline:**

Position will remain open until filled. Applications will be reviewed on a monthly basis. Applications received by the last day of the month will be reviewed in the first week of the following month.

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. BIPOC are encouraged to apply.*