



**Position:** Director of Development

**Reports To:** Senior Director of Advancement

**Status:** Full Time - Exempt

**Schedule:** M-F 9am-5pm; some nights, weekends, and holidays required

**Salary:** \$50,000 - \$60,000

**Role Summary:**

The Director of Development plays a pivotal role in advancing the organization's mission by overseeing the identification, solicitation, and stewardship of Academy memberships across multiple giving tiers. This role encompasses the management of the Small Business Membership program and nurturing relationships with corporate sponsors to ensure ongoing financial support. Working collaboratively across departments, the Director of Development also serves as the primary manager of the Academy's CRM system, contributes to developing corporate sponsorship options, and assists in maintaining the development budget. With a strong background in nonprofit or business development, the ideal candidate excels in strategic thinking and communication, and exhibits a passion for the arts and community involvement. This position is essential in upholding the Academy's values and organizing fundraising events while maintaining the highest level of confidentiality and professionalism.

**Organizational Relationships:**

Reports to the Senior Director of Advancement. Oversees the Assistant Director of Development to fulfill the Development office's strategic vision.

**Essential Duties:**

- Identify, solicit, and steward Academy memberships at the Level 1 to Level 4 giving tiers.
- Manage all facets of the newly developed Small Business Membership program.
- Build and strengthen relationships with existing corporate sponsors for continued financial support.
- With the support from the Assistant Director of Development, serves as the primary facilitator of the Academy's CRM system
- Identify mid and lower-level corporate sponsor prospects and cultivate relationships.
- Develop a comprehensive range of annual corporate sponsorship options.
- Assist in creating and managing the development budget in coordination with the Senior Director of Advancement per the Academy's strategic plan.
- Collaborate with various departments to engage corporate partners with Academy offerings.
- Assist in strategic opportunities for stewarding sponsors and donors.
- Collaborate with the Director of Marketing to maintain sponsorship materials.
- Act as the primary contact for corporate partners and select individual donors.
- Assist in identifying planned giving and Endowment donor prospects.
- Maintain the highest level of confidentiality and discretion regarding donor information.

- With the Senior Director of Advancement, plans and executes yearly fundraising events.
- Demonstrate independence while working collaboratively.
- Uphold the Academy's mission, vision, and values in a professional manner.
- Schedule and coordinate internal and external meetings.
- Exhibit excellent organizational and communication skills.

**Professional Qualifications:**

- Bachelor's degree and 4+ years in the nonprofit or business development sector.
- Proven success in business advancement or sales, major gift solicitation a plus.
- Strategic thinker and persuasive communicator.
- Highly organized and proven success managing spreadsheets and data.
- Event planning experience is a plus.
- Strong oral and written communication skills.
- Passion for the arts and familiarity with the local Lynchburg community preferred.

To apply, submit a resume, cover letter, and three references to Sarah Proctor, Senior Director of Advancement, at [sproctor@academycenter.org](mailto:sproctor@academycenter.org).