TAPA
TOLEDO ALLIANCE FOR THE PERFORMING ARTS

The Toledo Alliance for the Performing Arts Seeks a Director of Development

A non-profit organization dedicated to providing exceptional live music and dance performances and education for the region, the Toledo Alliance for the Performing Arts (TAPA) is at an important juncture in the history of its member organizations, the Toledo Ballet and Toledo Symphony, two storied associations with deep community roots and a combined 155 years of serving over 260,000 individuals annually through performances and education programs in Toledo and its surrounding areas.

A community-supported organization that inspires our region to come together through the performing arts

Recently formed on January 1, 2019, TAPA promises to create new and invigorating programs, provide cost and revenue synergies in operations, and integrate the performing arts through shared educational missions. TAPA seeks a visionary, strategic, and self-motivated Director of Development (DOD) with exceptional interpersonal skills to lay the foundation for sustainability and growth, leading the alliance to the future.

The Director of Development is part of TAPA's senior leadership team and is responsible for designing and executing the overall fund development vision and strategy, including annual fund drives, corporate sponsorships, endowment, planned giving, capital campaigns, grant applications, and new initiatives. The DOD works closely with the President & CEO, TAPA Board of Trustees, and collaboratively with senior management to determine goals and budgets for fundraising activities and seek out additional funding opportunities.

The DOD serves as chief liaison between the organization and its donors, grant-making foundations, corporations, local and federal government agencies that provide funding for the arts, and business and community leaders. The DOD also liaises extensively with the Director of Marketing on patron engagement initiatives. The DOD supervises staff and volunteers in establishing a culture of philanthropy.
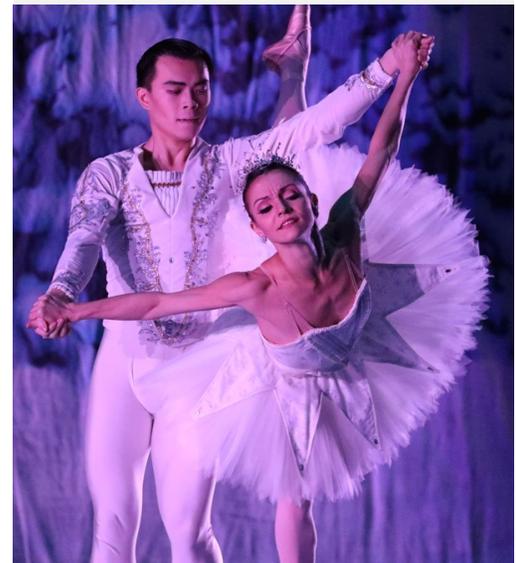
REPORTS TO
President & CEO

LOCATION
Toledo, Ohio

HOURS
Full-time, exempt position

COMPENSATION
Commensurate with experience

TO APPLY
Please email a cover letter, resume, and references to Matty Sayre at msayre@artstoledo.com by **Thursday, August 15, 2019**

Only emailed applications will be accepted.

DIRECTOR OF DEVELOPMENT
TOLEDO ALLIANCE FOR THE PERFORMING ARTS (TAPA)

CORE RESPONSIBILITIES

Strategy and Implementation

- Designs and executes the overall fund development strategy, including but not limited to the following core initiatives: events, annual fund, grants, major/capital gifts, and planned/endowment gifts.
- Responsible for the leadership of Development team members.
- Works closely with the Director of Marketing to develop and implement cohesive, patron/donor-centered strategies that increase the organization's single ticket buyer, subscriber, and donor base.
- Responsible for all donor cultivation, solicitation, and recognition. This includes the implementation of donor recognition events and the enforcement of policy and protocol.
- Oversees appropriate recordkeeping for past and current donor activity.
- Supervises stewardship efforts, including preparing acknowledgements of giving, thank you notes, and tax documentation.
- Responsible for the underwriting and corporate partnership strategy, identifying opportunities for corporate support and alignment with corporate initiatives and programming.
- Responsible for grant cultivation and the oversight of grant prospecting, writing, and reporting.
- Responsible for the planned giving program for purposes of increasing perpetual support for the Toledo Ballet's and Toledo Symphony's programs, services, and endowment. This would include the creation of an advisory committee, related policies and procedures, program events, and marketing and educational materials.
- Responsible for the creation, leadership, and evaluation of tertiary giving programs (young professional organizations, auxiliaries, guilds, etc.).

Goals, KPIs, and Reporting

- Responsible and accountable for setting and meeting annual fundraising financial targets (approximately $2 million annually).
- Responsible for tracking key performance indicators (KPIs) associated with established goals and identifying trends and opportunities for growth
- Responsible for creating prospect lists, submitting detailed monthly activity reports, developing specific moves management strategies, and providing regular progress updates to senior leadership.

Building a Culture of Philanthropy

- Is expected to develop healthy and productive relationships with all internal stakeholders and departments to advance and grow an internal culture and commitment to philanthropy.
- Builds relationships with board and staff members, volunteers, community partners, and donors to support campaigns.
- Acts as lead staff liaison to the board's Development Committee.

This list of duties is intended to describe the general nature and work performed in this role. It is not considered an exhaustive list of responsibilities.

Requirements

- Bachelor's degree required; Master's preferred
- 5-7 years demonstrated fund development experience highly desirable
- Supervisory experience preferred
- Must have the ability to plan strategy and implement tactics while keeping a broad, institution-wide perspective
- Must possess excellent written, verbal, and interpersonal skills
- Must be highly organized, creative, and a self-starter
- Must demonstrate initiative, accept accountability, effectively manage time, and respond to inquiries in a timely manner
- Must be computer literate with strong skills in Microsoft Office products; knowledge of donor software system (eTapestry/ Blackbaud) is a plus
- Must be a team player and maintain positive working relationships
- Interest and/or knowledge of symphonic music and dance is a plus
- Is expected to attend events and meetings before and after normal work hours as necessary

TOLEDO SYMPHONY

TOLEDO BALLET