



Director of Development and Community Engagement

Position Summary

The Director of Development and Community Engagement is responsible for increasing revenue to support organizational programs and projects through the research and successful implementation of grants and the cultivation of individual and corporate donors. They are also responsible for cultivating community relationships and identifying, developing and implementing new opportunities and events, in addition to supporting existing programs and relationships, including high profile events. **This is not a remote position.**

Reports To

Executive Director

FLSA Status

Full Time; Exempt; Salaried

Salary

\$75,000 - \$85,000/year with a benefits package that includes the option for health, dental, vision, disability and accident insurance. Life insurance is included and paid by employer. A 403(b) plan is also available.

Qualifications

Bachelor's degree required, Master's degree preferred in Public Relations, Communications, Arts Administration or related field.

Five+ years of experience working in a supervisory position with a combination of development (fundraising and grant writing), philanthropy, community engagement, special events, strategic planning, board relations and advocacy with demonstrated success in development, external affairs and community engagement.

Demonstrate writing and public speaking abilities, social media and brand oversight, community cultivation and engagement, sales and event management.

Complete computer capabilities including but not limited to the full Microsoft Suite, Adobe, Photoshop or other comparable software. Video editing desirable but not required.

Non-profit experience, preferably in performing arts or community-based organizations.

Key Responsibilities

Development and Fundraising

- Direct all development activities, including planning and implementing strategies to increase revenue through grants, individual and corporate gifts, sponsorships, and special events
- Oversee the creation and execution of annual fundraising campaigns
- Research, write, and manage grant applications and reporting
- Cultivate and maintain relationships with major donors and foundations
- Develop and implement planned giving programs

Administrative Leadership

- Work closely with the Executive Director on short and long-term strategic planning
- Develop and implement comprehensive strategies that advance the organization's mission and objectives
- Provide regular reports to the Board of Directors on Fundraising and Community Engagement activities
- Manage departmental budgets and staff
- Participate in senior leadership team meetings and strategic planning sessions
- Support capital improvement initiatives and historic preservation projects
- Serve as a liaison with government officials, community leaders, and key stakeholders in conjunction with the Executive Director
- Create and maintain strategic partnerships with other cultural institutions, businesses, and community organizations

Community Engagement and Events

- Design and implement community engagement strategies
- Coordinate with the Box Office Manager on membership programs and patron services
- Oversee the planning and execution of high-profile events and fundraisers
- Represent the organization at community events and functions
- Develop and maintain relationships with business and community partners

Additional Requirements

- Evening and weekend work required for events and programs
- Some travel may be necessary for conferences and meetings
- Must be comfortable in high-visibility leadership role
- Ability to work effectively under pressure and meet deadlines
- Must have a successful track record in fundraising, development and sales

This position offers the opportunity to play a crucial role in shaping the future of a significant cultural institution while making a meaningful impact on the community through arts advocacy and cultural leadership.

To Apply

Submit resume and cover letter to tmoses@palacealbany.org with the subject line:
Director of Development and Community Engagement.

No phone calls or additional emails are necessary. Candidates considered for the interview process will be contacted directly.