BlackRock Center for the Arts (BRCA), the leading venue for the performing and visual arts in Upper Montgomery County, MD, provides the community with the highest level of quality performances, free gallery exhibitions, and arts education classes in a welcoming and intimate setting close to home.

POSITION OVERVIEW

The Development Director is responsible for working with BRCA’s Leadership Team in the development and implementation of a fundraising plan that meets the organization's financial goals and builds financial security. The Development Director will be responsible for managing relationships and gathering feedback from donors (both individual and corporate) to achieve the development plan.

JOB DUTIES AND RESPONSIBILITIES

The Development Director will:

- Create, implement, and achieve the development plan.
- Sets annual monetary goals and budgets according to short- and long-term goals, using sales and spending cycles to guide decisions.
- Collaborate with BRCA Leadership in the development and implementation of a membership program.
- Direct and implement the Annual Campaign, membership campaign, and all other campaigns.
- Coordinate fundraising activities and events including the annual Arts Enlightens Celebration.
- Identify, contact and develop relationships with potential donors, sponsors, and supporters (individual, corporate, and philanthropic).
- Create collateral materials and campaign materials; ensures all required acknowledgments are sent to the donor.
- Cultivate new relationships and maintain current donors.
- Make public appearances on behalf of BlackRock Center for the Arts
- Maintain the accuracy and integrity of databases by ensuring that all information is current.
- Provide support to staff, Board of Trustees, committees, and volunteers during fundraising campaigns and events.
- Contribute to the overall excellence of the team through active-engagement, cross-programming endeavors, and events.
- Share ownership in understanding BRCA programs at large in each department through the lens of Development.
- Collaborate with the BlackRock team on marketing materials to support fundraising and program efforts.
• Assist with special events for the community.
• Meet with the CEO once a week in one-on-one meetings.
• Attend team meetings (weekly) or upon request from Department Directors.
• Other duties as assigned.

PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Sit, stand, walk, and work at a computer, relative to an office environment
• Ability to work a flexible work schedule, including weekends and evenings, as required
• Ability to lift 25 lbs.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS
• Bachelor's degree required; master's preferred with 5 to 10 years' experience in related field
• Experience with donor management database required. Proficiency with Bloomerang preferred
• Extensive knowledge of and experience with non-profit fundraising best-practices and funding sources
• Strong proficiency with MS Office; superior Excel and analytical skills
• Exceptional time-management, organizational, and project management skills
• Ability to work flexible hours including nights, holidays, and weekends, as needed
• Demonstrated ability to be professional, friendly, and persuasive in communications with donors, potential donors, and the public
• Effective oral presentation and writing skills with the ability to articulate ideas clearly and concisely.
• Ability to work under both direct supervision and independently, while always remaining collaborative, connected, and creative with the rest of the team
• Demonstrated passion for the arts, positive attitude, sense of humor, and a commitment to creating a more equitable and just community
• Ability to effectively manage support staff, contracted personnel, consultants, and outside vendors.
• Creativity and exceptional problem-solving skills.

*BlackRock Center for the Arts is an equal opportunity employer. We honor diversity of race, gender, sexual orientation, and ethnicity. We are committed to equity, diversity, and inclusiveness. We are proud of our richly diverse community.