



Position Description: Development Director

Overview

Organization: JazzArts Charlotte

Location: VAPA Center, 700 North Tryon Street, Charlotte, NC, 28202

Founded: 2009

Reports To: President

History

JazzArts Charlotte is a Charlotte-based nonprofit arts organization committed to connecting community and developing an audience for jazz through quality education, performance excellence and musician support. Established in 2009 by co-founders Lonnie and Ocie Davis, JazzArts strives to serve as a catalyst for cultural enrichment and music education that brings creative inspiration to the lives of people in the Charlotte region.

Since its founding, JazzArts has grown considerably to include two primary programmatic offerings: the JAZZ ROOM @ The Stage Door Theater and the JazzArts Academy comprised of youth workshops and ensembles, camps, and community engagement with local schools and organizations. The JAZZ ROOM is a multi-performance, monthly concert in uptown Charlotte taking place on Friday and Saturday nights. Earned revenue from the JAZZ ROOM, coupled with contributed revenue, fuels the JazzArts Academy, which provides jazz music education for thousands of students annually.

The Role

The Development Director, in partnership with the President, will lead all fundraising for the organization. This includes working closely with the founders, board of directors and Jazz Guild volunteers to identify, cultivate, solicit and steward a portfolio of stakeholders to generate contributed revenue in support of JazzArts' mission. This position will report directly to the President and will be responsible for the following:

Major Gifts

- Identify, cultivate, solicit and steward a portfolio of 50-75 major donors and prospects.
- In partnership with the President, solicit major donors for philanthropic support.
- Create funding proposals for individual donors based on their interests and the organization's needs.
- Provide timely and meaningful stewardship to all major donors.
- Attend monthly JazzArts' concerts to engage and steward major donors.
- Identify new strategies and methods to engage new donors and upgrade current donors.
- Maintain and expand legacy giving program and legacy giving communications.

Corporate Relations

- Identify opportunities for corporate support through corporate sponsorship and corporate foundations.
- Update/revise sponsor benefits for the JAZZ ROOM and other programs.
- Establish relationships with corporate donors and prospects.
- Solicit corporate donors as appropriate.

Foundation Relations

- Serve as an additional point of contact for foundation funders (in addition to the President).
- Identify new potential foundation supporters through prospect research.
- In partnership with the President, assist with grant writing, proposal review and grant reporting when needed.
- Oversee the organization's grant tracker, ensuring that proposals and reports are submitted accurately and on time.

Annual Giving, Events & Donor Communications

- Work with the President to set annual revenue goals and Development budget.
- Create and manage all annual fundraising appeals (at least 2 mailings/year)
- Create and distribute annual impact report.
- Ensure website is regularly updated for effective and efficient online giving.
- Create quarterly donor e-newsletters.
- Manage annual calendar of fundraising activity, including all impact and stewardship activities.
- Assist in planning, coordination and evaluation of fundraising events.
- Create and distribute written donor appeals and acknowledgements.

Stewardship

- Establish a formalized stewardship plan for the organization.
- Engage board members in stewardship activities.
- Oversee JazzArts' annual donor appreciation event.
- Identify creative new ways to thank donors.
- Identify naming opportunities for major donors.
- Build on the existing legacy giving society.

Volunteer Management

- Assist President and board leadership with recruitment, education and development of board members.
- Oversee the organization's Development Committee.
- Annually educate the board on fundraising basics and the role of the board in fundraising.
- Provide oversight of the Jazz Guild and provide advice and guidance regarding their annual fundraising goals.
- Help identify potential new Guild members and orient them to volunteer service.

Operations

- Ensure CRM is maintained with accurate records of donors and prospects.
- Oversee Altru CRM and ensure strong fidelity to data.
- Serve as a partner to education, marketing and program team members.
- Utilize CRM to establish a robust moves management process.

Qualifications

The ideal candidate would have the following capabilities and qualities:

- Bachelor's degree; Master's degree preferred
- 6+ years of professional nonprofit fundraising experience preferred
- Grant management experience preferred
- Understanding and passion for the organization's mission
- Strong interpersonal communication skills
- High-energy, proactive, self-starting leader with the disposition to work in a hybrid environment
- Detail-oriented with a high standard of work integrity
- Team player who will be a constructive and collegial partner to board, staff and external stakeholders; demonstrated experience managing up
- Proven writing, editing and oral communication skills
- Ability to attend meetings and events during evening hours and weekends as needed
- Tech savvy, proficiency with Microsoft Office suite, and experience with Altru/Raiser's Edge database platform preferred

To Apply

JazzArts is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. JazzArts encourages candidates of all groups and communities to apply for this position.

All inquiries, nominations and applications should be directed via e-mail to info@thejazzarts.org. Applications must include a cover letter and resume. Please indicate where you learned of the opportunity. Subject line: JazzArts Development Director Position. NO PHONE CALLS PLEASE. To learn more about JazzArts Charlotte please visit: www.TheJazzArts.org