



**POSITION TITLE: Development Director
(Hours Flexible 24-32 hours per week)**

ORGANIZATION OVERVIEW:

Greenville Center for Creative Arts (GCCA), was created five years ago by a dedicated group of artists, educators, and community leaders with a relentless passion for art and a mission to make a difference. Through its popular art classes, quality exhibitions, affordable studio rentals, and engaging summer camp, GCCA has already made its mark on the Greenville community and beyond, being named "One of Five Places to Visit in Greenville" by the *New York Times*. To capitalize on this momentum and ensure meaningful growth, GCCA is looking for an enthusiastic, self-starting individual with proven fundraising or business development experience to join its team as Development Director. This critical team member will help the organization grow and steward its donor base, as well as successfully expand through grant and corporate funding for community outreach, allowing GCCA to bring its quality programming to even more local and regional artists and art enthusiasts.

POSITION OVERVIEW:

Reporting to and in partnership with the Executive Director, the Development Director will support fundraising and partnership efforts that promote the continued success and growth of the Greenville Center for Creative Arts.

PRIMARY RESPONSIBILITIES:

- Work collaboratively with Executive Director to develop and implement GCCA's annual fundraising plan
- Support the development and maintenance of ongoing relationships with donors to cultivate, steward, and solicit ongoing financial support for GCCA's mission
- Identify prospective donors and organizations to build new funding prospects in collaboration with the board and members of the GCCA team
- Secure, schedule, and participate in meetings and presentations to prospective individuals, organizations, and companies to build strategic partnerships and secure new financial support
- Manage implementation of the constituent management system, with responsibility for data entry, gift processing, and pledge tracking

- Support development and implementation of a strategy for a larger, sustained base of annual donors
- Conduct research to identify new sources for grant funding
- Develop, track, and assist in the completion of required proposals and reports required for grants, foundation, and corporate fundraising
- Schedule, coordinate, and prepare materials for meetings of the board, and other fundraising committees/groups
- Support Executive Director with administrative functions as needed
- Support GCCA team at organizational events, activities, and outreach as needed

EDUCATION/EXPERIENCE:

- Four or more years of professional experience in a non-profit fundraising or business development role; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience expanding and cultivating existing donor relationships over time; familiarity with Greenville community desired
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors
- Flexible and adaptable style
- Ability to work independently without close oversight, but also a team player who will productively engage with staff and stakeholders
- Bachelor's degree required, CFRE certification a plus
- High energy and passion for GCCA's mission
- Strong organizational and time management skills with exceptional attention to detail; experience managing a CRM system
- Customer focused, with the ability to manage multiple projects and relationships while meeting established deadlines
- Ability to work occasional evenings and weekends

Salary Range: \$35-50,000/yr. (Hours flexible 24-32 hours per week)

GCCA Contact: Send cover letter and resume to Kim Fabian, Executive Director, at kim@artcentergreenville.org. Please include the name of position and name of applicant in the subject line of your email.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.