



Job Description: Development Director
32 Hours / Week

South Shore Art Center seeks an experienced Development Director to work closely with the Executive Director on building strategic philanthropic partnerships to help fuel our creative vision for growth. S/he will oversee major gifts, grants, corporate sponsorship, special events and annual campaigns, while working in a creative and fast-paced office atmosphere.

Responsibilities:

- Play a lead role in developing and implementing annual fundraising plans, budgets and monthly cash flow projections for multiple streams, including grants, corporate sponsorship, major gifts, annual appeals and events.
- Work collaboratively with the Executive Director to identify and cultivate donors, and build strategic philanthropic partnerships.
- Work to increase donor commitment and campaign participation through regular and sophisticated communication.
- Work closely with the Executive Director, Board of Directors, and other top leaders to drive organizational expansion and long-range funding strategies.
- Maintain accurate and up-to-date development files, records and systems.

Qualifications:

- Minimum 5+ years of development experience, with proven track record as a leader in a development department.
- Track record of securing leadership gifts from individual donors.
- Excellent donor-centric written and verbal communication skills.
- Proven ability to manage time and prioritize tasks.
- Highly effective interpersonal skills.
- Organized and diligent record-keeping and administrative ability, as well as ability to set and meet deadlines.
- Computer skills to include data base, spreadsheet and Excel experience.
- Creative problem-solving skills.
- Strong work ethic and comfortable in a small, fast-paced, team-orientated work environment.
- Belief in and passion for the role of art and design in education and career development, and demonstrated commitment to South Shore Art Center's mission.

How To Apply:

Interested applicants should:

- Email resume/CV, letter of interest, salary expectations and three to five references to: Patrice Maye, Executive Director, at pmaye@ssac.org.
- Include Development Director in subject line of email.

Applications accepted on a rolling basis. No phone calls please.

About South Shore Art Center

Founded in 1955, South Shore Art Center's mission is to enrich the communities south of Boston by engaging artists and by fostering an understanding and appreciation of the visual arts through exhibitions and education. Serving 30+ communities south of Boston, the Art Center is a place where creativity and innovation converge through arts education, exhibitions, cultural events, community partnerships and investment in local artists.