



Senior Director, Major Gifts

The Adrienne Arsht Center for the Performing Arts of Miami-County seeks a skilled fundraiser to join the Development team in achieving the department's major gift, endowment campaign and planned giving objectives.

FLSA Status: Full-Time, Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists , innovative programming from [resident companies](#) and local arts partners, free community events that reflect Miami's unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city's cultural transformation, a catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit [arshtcenter.org](https://www.arshtcenter.org).

Basic Function

Reporting to the Assistant Vice President, Development, the Senior Director, Major Gifts will be responsible for identifying and cultivating relationships with individual donors. This involves developing effective solicitation strategies focusing on blended gift outcomes to include outright and planned gifts stewarding donors throughout the major giving process. The front-line fundraiser will focus on a donor portfolio comprising of approximately 100 donors emphasizing gifts of \$50,000 or greater.

Responsibilities

- Implement strategic initiatives as they relate to the Adrienne Arsht Center's fundraising goals through gifts in excess of \$50,000 and planned gifts.
- In collaboration with the Assistant Vice President, Development, identifies prospects and assists in developing and executing plans for cultivation, solicitation and stewardship strategies.
- Works collaboratively with the Arsht President and CEO, board members and staff leaders to ensure effective attainment of strategic and annual goals and objectives, including fundraising goals and objectives.
- Maintains and develops the master prospect list of individual donors.
- Maintains and submits call reports to Assistant Vice President, Development.
- Ensures compliance with the provisions of all federal, state and local regulatory standards and reporting requirements.
- Manages individual donors through the identification, cultivation and solicitation of major gifts for annual support, endowment campaign and planned gifts.
- Conducts comprehensive prospect research to identify and assess new major donor prospects, including evaluating wealth capacity, giving history, interests, and connections to the organization.
- Develops and maintains ongoing analytical and tracking reports for major gifts, planned giving and endowment programs.
- Develops and implements strategies for upgrading current donors for unrestricted and restricted fundraising.
- Performs other duties as deemed appropriate by the Assistant Vice President, Development.

Ideal Experience

- A bachelor's degree from an accredited college or university
- 5-7 years of proven success achieving results in secured planned giving commitments and raising major gifts of more than \$50,000, preferably in the performing arts field
- Experience working in ethnically diverse and/or international environments
- Experience with strategic and operational planning and implementation of fundraising initiatives
- Experience with multiple fundraising disciplines



- Familiarity with the South Florida arts community
- Experience working in a large, complex organization and general venue operations knowledge
- Understanding of collaborative, team-oriented leadership style

Personal Characteristics

- Action-oriented; a doer
- Adept at building relationships and connecting with people
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals
- Have a passion for the performing arts

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 25 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Availability and Hours

- Availability to work flexible hours, including evenings and weekends, as required by performance schedules.
- Must be able to work on-site at the Adrienne Arsht Center in Miami, FL.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Senior Director, Major Gifts in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive



list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.