

## **Senior Director of Development, Major Gifts**

*The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Senior Director of Development, Major Gifts to support the Vice President, Development.*

FLSA Status: Full-time, Exempt

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

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 nonprofit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit [arshtcenter.org](http://arshtcenter.org).

### **Basic Function**

The Adrienne Arsht Center seeks a skilled major gifts officer to join our team in achieving our major gift fundraising, endowment campaign and planned giving objectives. Reporting to the Vice President, Development, the Senior Director of Development, Major Gifts will be responsible for identifying and cultivating relationships with donors.

This involves prospect research and developing effective solicitation strategies as well as stewarding donors throughout the major giving process. The major gift officer will focus on a donor portfolio emphasizing gifts of \$100,000 or greater.

This individual will work with our board members, staff leaders and President and CEO to coordinate and execute long-term fundraising initiatives. Our ideal candidate will have at least seven years of proven success of major gift experience, preferably in the performing arts field.

The candidate will also have a thorough background in fundraising best practices and donor databases for managing donor and solicitation records.

### **Responsibilities**

- Implements strategic initiatives as they relate to Arsht Center's fundraising goals through gifts in excess of \$100,000.
- In collaboration with the Vice President, Development, identifies prospects and assists in developing plans for solicitations, solicits gifts in addition to assisting with the coordination of solicitations by others.
- Works collaboratively with other Arsht Center executives 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 Vice President, Development.
- Ensures compliance with the provisions of all federal, state, and local regulatory standards and reporting requirements.
- Assists the Vice President, Development in formulating an annual plan for the Development department and overseeing its implementation.
- Manages individual donors through the identification, cultivation and solicitation of major gifts for annual support and endowment campaign.
- Maintains active donor stewardship through the development and constant refinement of the master prospect list of individual donors and oversight of a vibrant and dynamic donor prospect research.
- Develops and maintains ongoing analytical and tracking reports for major gifts, membership and endowment programs.
- Develops and implements strategies for upgrading current donors for unrestricted and restricted fundraising
- Under the supervision of the Vice President, Development engages the Board of Trustees to enhance the Board's fundraising capacity and role.

- Works in close consultation with and advises the Manager Special Events on individual donor participation on committees and in fundraising events.
- Assists in the supervision of staff members responsible for membership as it relates to annual giving.
- Performs other duties as deemed appropriate by the Vice President, Development.

### **Ideal Experience**

- Bachelor's degree from an accredited college or university
- At least five to seven years of director-level experience in fundraising including leadership of staff and ability to solicit gifts in excess of \$100,000
- A proven record of securing major gifts
- Experience in a performing arts organization, museum, or other cultural organization.
- Experience in working in ethnically diverse and/or international environments
- Experience with strategic and operational planning and implementation of fundraising initiatives
- Experience with membership campaigns
- Experience with multiple fundraising disciplines
- Experience with budget preparation
- 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**

The Senior Director of Development, Major Gifts should be:

- Action-oriented; a doer
- 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 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

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

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with **Senior Director of Development, Major Gifts** on search 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.**