



Vice President, Development

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

Since opening in 2006 in the heart of downtown, 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.

The Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the Miami’s cultural transformation, producing more than 400 annual events that generate 11,500 local jobs and \$125 million in economic impact. The Arsht is home to a robust series of touring Broadway musicals, star-studded jazz and classical music concerts curated for South Florida, an award-winning Miami-based theater program and numerous historic and televised events. Free annual Arsht events, such as Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration bring together people from all corners of our community. For more information, visit ArshtCenter.org.

Role Description

Reporting to the President and CEO, the Vice President, Development leads all donor income for the Center. The position builds long-term and project-specific growth strategies across a diversified supporter base comprised of individual donors, corporations, foundations, and government grant sources. This position leads a team that effectively and creatively translates our mission into building a community of donors who fund our work. This position must motivate and inspire a team that runs effective systems and processes and is the primary relationship owner for the largest and most strategic donors. This position maintains a productive relationship with internal departments and three Boards of Directors and is a collaborative member of the executive leadership team.

Reports to: President and CEO, Johann Zietsman

Team: 2 Direct reports; 7 indirect employees (9 FTEs)

Status: Full time, Exempt

The Vice President, Development, shares the enthusiasm for our mission and possess a strong fundraising track record, proven leadership on diverse and dedicated teams, and an entrepreneurial drive. The following is a representative list of knowledge, skills, and abilities recommended for this role:

Fundraising:

- Someone who has a strong desire, proven capability, and drive to raise resources to support the organization's ongoing mission and strategic goals. Proven ability to introduce and implement new and effective approaches to attract, steward, and retain donors
- Agile and Innovative: Ability to lead strategic and tactical fundraising initiatives with flexibility, adaptability, and creativity
- Exemplary Leadership: An intelligent, trustworthy leader who models a strong work ethic, personal and professional integrity
- Management: Strong organizational and time management skills and meticulous attention to detail
- Ability to inspire, motivate, and manage a growing team effectively
- Mentoring and Coaching: Committed to leading by example, mentoring and coaching team members to promote professional development and quality performance
- Communication: Excellent communication skills, both written and oral. An inspirational spokesperson able to engage and influence a wide range of donors and build long-term relationships

The successful Vice President, Development will possess the following but not limited to competencies and characteristics, and qualifications:

Candidate Competencies and Characteristics

- Outstanding and proven executive skills; goal achievement, planning, communicating, and team management
- Ability to work with complexity; a proven record of working in a complex organization, successfully managing growth and change, demonstrated ability to work successfully across the organization's divisions



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- Having a track record of accomplishment having built and led successful, sustainable major development programs
- The expertise of “best practice” in philanthropy and working knowledge and comfort in major gift philanthropy
- A proven track record of cultivating, soliciting, and closing major gifts
- The strategic ability to think “big picture” and translate into measurable goals and practical actions with demonstrated success
- A record of demonstrated success with board and committee engagement, including but not limited to a fundraising context
- Experienced with all phases of relationship building and fundraising process, including stewardship of major donors in the six and seven-figure range
- Exceptional organizational skills include managing multiple priorities and consistently meeting timelines, projections, deadlines, and budgets
- Polished communication skills that are multi-dimensional and cross-cultural
- The ability to craft and articulate cases for support to diverse constituents
- A leadership style that inspires confidence encourages excellence, and that is engaging and approachable.
- Has a creative, entrepreneurial, enterprising spirit and is aligned with a genuine interest in the Arsht Center’s mission

Qualifications

The ideal candidate will have the following professional experience:

- Ten or more years of progressive responsibility in a complex development context, including at least five years managing development programs and development staff
- Experience in campaign planning and execution
- Experience in, and understanding of the Miami/South Florida community, is required.

Please submit a compelling cover letter describing your motivation and requisite experience as well as your resume to:

resumes@arshtcenter.org

Attn: Trish Brennan, Vice President, Human Resources
Adrienne Arsht Center for the Performing Arts
1300 Biscayne Boulevard
Miami, FL 33132

Working Conditions and Environment

Tools and Equipment Used

- Requires frequent use of personal computer, including word processing, database programs; calculator, telephone, copy machine, and fax machine.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; climb stairs; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands, and arms
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

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.