

Director of Donor Relations
Full-Time



Artpace exists to support the creative process and engage audiences with the most innovative art and artists from around the world. Since 1995, Artpace has welcomed more than 270 curators and resident artists and commissioned significant artworks that would otherwise not exist. Artpace fosters the creative growth of regional, national, and international artists and engages the community with their work. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

The Director of Donor Relations is a collaborative member of Artpace's development team. The successful candidate will be responsible for setting strategies and executing fundraising plans for sustaining and growing the number of annual donors and the size of individual donations through signature and special events and annual appeals. This position reports directly to the Deputy Director.

Essential Responsibilities:

- Develop and implement strategies for solicitation to grow annual revenue from donors at all levels
- Manage the implementation of assigned signature and special events including Chalk It Up, The Happening, the Big Give, and annual appeals
- Attend internal and external meetings and community events as required
- Interact with a cross departmental team to assist in the creation of new donor revenue strategies and relevant collateral materials
- Maintain accurate and complete records of donor communications
- Prepare regular reports on all campaign activities
- Direct personalized, targeted donor outreach for successful fundraising engagement including the board of directors
- Maintain active, professional relationships with donors including preparing recognition and acknowledgement
- Ensure donors are acknowledged and recognized to strengthen their financial support for Artpace

Skills, Knowledge, and Abilities:

- A team player able to work cross-departmentally to achieve shared goals
- Proficiency in MS Excel and Word required
- Preferred experience in eTapestry or comparable donor database
- Excellent verbal and written communication skills and interpersonal skills
- Strong attention to detail and excellent organizational skills
- Able to handle multiple activities and projects simultaneously
- Passion for and knowledge of contemporary art
- Flexibility to work evenings and weekends

Education:

- Bachelor's Degree from an accredited college or university with preferable coursework in English, Communications, Public Administration, Arts Management or other related field
- 3-5 years of experience in the non-profit, arts field preferred

No calls please. Send a cover letter and resume to Felix Padron, Deputy Director, at fpadron@artpace.org. Salary will be commensurate with skills and experience.

No interviews will be scheduled until a full and diverse candidate pool has been attained. Artpace is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or veteran status.

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