

Development Director Position

The Josephy Center for Arts and Culture (JCAC), located in the historic town of Joseph, Oregon, was created in 2012. JCAC offers a wide array of art classes, events, exhibitions, festivals and presentations that attract local residents and thousands of guests from outside Wallowa County. The Center's library contains a valuable collection of materials related to the New Perce tribes and the settlers of the 19th century, and offers programs that provide a deeper understanding of the history and heritage of Eastern Oregon and its tribal inhabitants. JCAC is supported by dedicated donors, participants, foundations, and government grants.



The Josephy Center is seeking applications for a Development Director from energetic, motivated candidates who want to be part of a team that advances art and culture in a rural area and spearheads the development of our growing organization.

Description

- The Development Director is a senior staff member responsible for all aspects of fundraising, including annual giving, major gifts, foundation support, planned giving, government support.
- The Development Director works closely with staff, board members, committee members and volunteers to help JCAC achieve our mission and maximize our impact in the community. Salary range 42-45k.

Tasks

- Develop and maintain ongoing relationships with donors.
- Oversee all aspects of the Donor Management Process including gift processing.
- Secure financial support from individuals, foundations and corporations; prepare and execute annual fundraising plan
- Identify foundation prospects, submit grant proposals, prepare grant reports.
- Oversee Constituent Management system.
- Coordinate Capital Campaign management with Board, staff, volunteers; fundraise for capital campaign
- Oversee the organization of special events
- Act as the voice of the donor and of the organization

Skills

- Excellent writing and public speaking.
- Experience with CRM management systems, Bloomerang.
- Ability to engage community members.
- Budgeting and financial management.
- Excellent organizational and interpersonal skills.
- Ability to juggle multiple job responsibilities.

Experience

- Leadership roles in non-profits.
- Bachelor's degree preferred.
- Grant proposal development.
- Familiarity working with non-profits is a plus.

The Josephy Center for Arts and Culture is an equal opportunity employer that treats all employees and job applicants on the basis of merit, qualification and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, sexual orientation, pregnancy, age, marital status, disability, veteran status, genetic information, or any other status protected by state or federal law.

To apply please send a cover letter and resume to systems@josephy.org.