

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 full-time 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.
- Compensation range 42-47k based on experience. Flexible work schedule, hybrid in-person/remote work if desired, vacation and other benefits.

Tasks

- Develop and maintain ongoing relationships with donors.
- Oversee all aspects of the Donor Management Process.
- 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

- A love and enthusiasm for arts and culture
- Excellent writing and public speaking.
- Experience with CRM management systems, (experience with Bloomerang, a plus).
- Ability to build warm, engaged relationships with people from diverse backgrounds and cultural traditions
- Budgeting and financial management.
- Excellent organizational and teamwork skills.
- Ability to juggle multiple job responsibilities.

Experience

- Leadership roles in non-profits (2-3 years, a plus).
- Bachelor's degree preferred.
- Grant proposal development.
- Capital campaigns experience, 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.

PRIORITY WILL BE GIVEN TO APPLICATIONS THAT ARRIVE BEFORE Oct. 1, 2021

