

JOB ANNOUNCE: DIRECTOR OF DEVELOPMENT



DC Jazz Festival, a non-profit organization located in the Southwest Wharf neighborhood of Washington DC, with an annual budget of \$1.9 million, seeks an experienced, dynamic development professional. This position reports directly to the CEO and works closely with Marketing, Programming, Administration, and the Board of Directors.

DC is one of the major hubs for jazz in the world and our organization is a leading contributor to the cultural ecology here in the District. Our signature programs include the annual DC JazzFest, the year-round DC Jazz Festival Education Program, and Charles Fishman Embassy Series. Our annual DC JazzFest is the largest jazz festival in the Mid-Atlantic region and a premier destination on DC's cultural calendar. An invaluable asset to the District, DC JazzFest, which takes place over Labor Day, offers live experiences with broad appeal, stimulates local business, attracts tourists, and enhances DC's image as a world-renowned cultural destination. In addition, our organization nourishes the DC community with free, year-round education programs mostly in underserved communities enhancing the quality of life for DC school students. Our focus is to evolve into the leading **year-round** presenter of live jazz in Washington while continuing to invest in the growth of the annual Festival.

RESPONSIBILITIES

- Work closely with the CEO and Board of Directors to plan and implement all aspects of a strategic fundraising program, including long-term capital needs
- Develop and manage the fundraising schedule including work-plan, deadlines, and follow-up of development activities including the anniversary campaigns, annual gala and circle of friends
- Pro-actively research, identify and pursue new opportunities for funding from foundations, corporations and individuals
- Maintain comprehensive donor database oversight and overall compliance with nonprofit standard
- Oversee stewardship for all annual donors, including acknowledgment and renewal correspondence and benefits administration
- Serve as the primary point person for all \$1,000+ funders including stewarding current donors through planned giving; forecasting, tracking and evaluating development activities
- Serve as sponsor liaison at VIP and DC Jazz Festival events throughout the year
- Curate annual "donor experience" to include quarterly phone calls, personal correspondence and various other rapport-building activities
- Work closely with marketing team to develop and update fundraising materials as needed

EXPERIENCE

- At least 3 years' management level experience in fundraising or relevant experience with demonstrated success in raising revenue from diverse sources including: individuals, foundations, and corporations
 - At least 3 years' experience managing the planning and execution of fundraising events
 - Experience should include grant writing, and the creation of corporate and philanthropic grant proposals.

REQUIREMENTS

- A history of meeting or exceeding contributed income goals
- Supervisory experience required with excellent communication skills – both verbal and written
- Experience with the Bloomerang platform or other donor database preferred
- Strong initiative, ability to influence and engage a wide range of donors and build long-term relationships
- Experience managing an anniversary campaign a plus
- Knowledge and appreciation of arts is a plus.

COMPENSATION

Salary and benefits are competitive.

Benefits include medical, dental, and vision insurance; paid annual leave plus holidays

APPLY FOR THIS POSITION

E-mail cover letter, resume, writing samples and three references to Sunny Sumter, jobs@dcjazzfest.org with subject line: Director of Development. No phone calls please. Application deadline: Rolling bases until filled. Learn more about us at www.dcjazzfest.org.