

General & Development Director Job Description

The Adirondack Lakes Center for the Arts (ALCA) in Blue Mountain Lake, NY has been providing visual and performing arts, arts education, workshops, as well as other programs to the residents and visitors of the Adirondack Park since 1967.

The General & Development Director (GDD) reports to the Board of Trustees and is responsible for planning and implementing strategies to meet or exceed the contributed revenues. The GDD will be in charge of ALCA's fundraising and operational functions including planning fundraising events, interacting with former donors to encourage ongoing contributions, seeking out opportunities for financial support through grants and sponsorships, cultivate new individual donors, develop innovative methods of engagement and re-engage lapsed donors. The GDD is a self-starter who works closely with the General & Artistic Director, staff, volunteers and the Board of Trustees to fulfill their responsibilities and create a respectful reputation for ALCA.

Job Description

ALCA seeks an experienced professional with strong administrative and organizational skills to lead and manage ALCA's fundraising, donor relations, memberships and general operations. The General & Development Director (GDD) will be responsible for, and assist with, strategies to identify, cultivate, solicit, acknowledge, and retain major gift donors, planned giving prospects, and corporate, government, and foundation entities for ALCA's fundraising needs. This position is also responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to private, corporate, and government sources. The position requires the ability to be onsite at the Arts Center in Blue Mountain Lake during the season (6 months onsite May-October, 6 months remote November-April) and effectively interact with multiple constituencies.

Responsibilities include writing reports; formulating strategies and writing fundraising proposals; writing correspondence and acknowledgement letters; assisting with events; designing and implementing a comprehensive, ongoing Annual Fund campaign; developing and supervising ALCA's plan for grant requests and foundation relations; identifying, cultivating and soliciting major gifts; establishing goals and plans for membership dues, benefits and retention strategies; manage donor and membership records, gift acknowledgements, and reports for gifts and grants received. The General & Development Director (GDD) will manage our donor database, implement fundraising projects, and manage ALCA's operations in cooperation with the General & Artistic Director (GAD).

Donor Planning and Solicitation responsibilities include:

- Lead, manage and work with the GAD & Finance Committee in the creation of annual institutional advancement goals, including income and expense budgets, and outlining strategies for donor and prospect cultivation, solicitation, and stewardship.
- Work with the General & Artistic Director and Board of Trustees to assist in all phases of planning and implementation of fundraising campaigns.
- Plan, and implement the Annual Fund drive to assure goal is met.
- Provide regular analysis and reports of the annual fund progress to the Board of Trustees
- Organize and manage a donor communication calendar of priorities regarding fundraising goals, which include, but not limited to, direct mail, email & social media campaigns, invitations, and solicitations
- Grow ALCA's giving program with written and in-person appeals.

Grants Administration tasks include:

- Research, develop, write, and submit letters of inquiry and grant proposals for approved projects, working with other staff as necessary.
- Work in conjunction with our General & Artistic Director, and the Quad-County SCR Coordinator on NYSCA's grants (New York State Council on the Arts) and the Statewide Community Regrant Program (SCR)
- Create expenditure and income budgets to accompany proposals.
- Make phone calls and meet (as necessary) with foundation or agency staff when appropriate.
- Update grant reporting and general agency information into *DonorPerfect's* database.

- Maintain grant schedules, tracking forms, and granting agencies' portals and passwords.
- Maintain necessary files on grant awards and documentation.

General & Operational Tasks:

- Hire and manage seasonal staff within approved budget
- Manage ticket sales, Gift Shop (in-house & online) sales, Art Gallery sales
- Purchasing
- Shipping/Packing Gallery & Gift Shop
- Office Management
- Answer phones
- Snail mail pick up/processing and billing with Admin Assistant
- Manage staff scheduling
- Mailings
- Receptions Management

Minimum Qualifications:

- Bachelor's Degree required
- Minimum 4 years related experience in non-profit donor planning, cultivation, stewardship
- Management or leadership experience required
- Excellent communication (oral, written, listen) and interpersonal skills required
- Strong computer skills (Excel, Word, email required)
- Experience in websites, online gift shop, social media and DonorPerfect preferred
- Organizational, time-management and problem-solving skills
- Excellent attention to detail
- Event planning capabilities
- Visionary/strategist
- Accounting/bookkeeping knowledge (QuickBooks preferred)
- Ability to work with Finance Committee, General & Artistic Director and Board of Trustees
- Write reports, status updates and present to the Board or others as required
- Delegate to others & accept direction/delegated responsibilities
- Must have a Driver's License, be able to drive and be willing to work occasional evenings and weekends
- Salary is commensurate with education and experience

To apply, please send a cover letter outlining your specific interest in the Adirondack Lakes Center for the Arts and your qualifications for this position. Include a resume, salary requirements and contact information for at least three references. All applications will be treated as confidential and references will not be contacted without the candidate's prior knowledge and consent.

Applications should be sent to:

Adirondack Lakes Center for the Arts
 Attention: General & Development Director Position
 PO Box 205
 Blue Mountain Lake, NY 12812

The Adirondack Lakes Center for the Arts is an equal opportunity employer and welcomes candidates from diverse backgrounds.