



### **Director of Development**

Perkinson Center for the Arts and Education

11810 Centre St

Chester, VA 23831

[www.perkinsoncenter.org](http://www.perkinsoncenter.org)

The Perkinson Center for the Arts and Education seeks qualified candidates for the position of Director of Development.

### **About the Perkinson Center**

The Perkinson Center for the Arts and Education is a performing and visual arts center that provides and promotes cultural arts opportunities within our community. Managed by the Chesterfield Cultural Arts Foundation, the Perkinson Center seeks to improve lives and expand horizons by providing an inclusive, equitable, and welcoming space where all members of our community are encouraged to create, explore, and access cultural arts. The Perkinson Center changes lives for the better by bringing cultural arts and community together – bringing the power of art to all.

This is achieved by partnering with the communities we serve; presenting and supporting diverse artists and performers; creating an inclusive center for education, community events and art discovery, and offering accessible, equitable and affordable programming. The Perkinson Center features a variety of artists and performers from across the commonwealth and the country and is home to two resident theater companies. In addition, classes will be conducted in a variety of art disciplines such as dance, music, theater, and visual education. The venue is also a world-class location for special event rentals.

### **Position Summary**

Reporting directly to the Executive Director, the Director of Development is responsible for planning, developing, organizing, and directing all Perkinson Center for the Arts and Education fundraising. As a new venue, there is the opportunity to set direction, design and create from the beginning for this organization. This responsibility includes major gifts programs, annual fund, planned giving, special events, and capital campaigns (depending on size and scope of said capital campaign). They will serve as the principal fundraiser and strategist in collaboration with the Executive Director, Board of Directors, and staff. The Director of Development will use innovative and traditional methods to identify, cultivate, solicit, and steward new and existing donors. As an ambassador of the Perkinson Center, the Director of Development will establish trusting, authentic relationships with Chesterfield County residents, regional and national funding partners, community leaders, and external stakeholders. Mentoring and training both staff and board partners to leverage their passion and interest, this individual will establish a culture of philanthropy to support increased revenue and organizational and programmatic expansion.

### **Duties and Responsibilities**

- Implement a systemic, donor-centric approach to prospecting, cultivation, solicitation, stewardship, and recognition for all donors and area businesses, with special emphasis on engaging seasonal residents.

- Proactively collaborate with and marshal resources of the Executive Director, board of directors, and key volunteers to identify donor engagement opportunities that build meaningful and supportive donor relationships regionally, nationally, and internationally.
- Articulate and promote a compelling case for support, capitalizing on existing relationships to ensure members and donors renew and increase their investment in the Perkinson Centers' programming and community engagement activities.
- Analyze the Perkinson Center's donor and patron base and collaborate with the Executive Director and guest artists to create donor and audience engagement opportunities that build investment, knowledge, and value for donors, members, and audiences.
- Evaluate, refine, and implement event strategies that build brand awareness and engage donors, community members, and stakeholders in Perkinson Center programming.

### **Development Operations and Team Mentorship**

- Build a long-and short-term fundraising plan, in partnership with the Executive Director, to meet ongoing institutional financial goals and needs, including planning for a future endowment campaign.
- Implement a full spectrum of fundraising opportunities for individuals and institutions, including grant writing and a comprehensive annual fund and major gifts program that integrates personal solicitation, direct mail, social media, and email to support contributed revenue goals.
- Provide inspirational mentorship and development training to professional colleagues and board partners, including the development committee, to solidify skills and support engagement and investment in the Perkinson Center's development efforts.
- Assess current fundraising efforts and build out existing development systems, diversifying revenue opportunities and establishing relationship management protocols to expand membership and significantly grow contributed revenue.
- Collaborate with the Executive Director and staff team to ensure that internal culture, organizational structure, human and financial resources, technology, and operational plans are aligned to support a culture of philanthropy.
- Monitor revenue and expense budgets and prepare and present accurate and timely reporting and analysis.
- Conduct a comprehensive overview of the Patron Manager database, confirm data entry practices, and ensure accurate and effective donor and prospect data integrity, including implementation of relationship management protocols.
- Ensure that box office, marketing, and development share patron and donor data and collaborate to optimize revenue and maximize the Perkinson Center's artist, donor, audience, and stakeholder experience.

### **Professional Qualifications**

The successful candidate will have:

- Bachelor's degree in a related field is required. Master's degree or Certification in Fundraising/Nonprofit Management preferred. A combination of equivalent training and experience may be considered.
- Minimum three to five years of progressively responsible development leadership experience.
- Background in visual or performing arts preferred, but not required. Passion for the arts and familiarity of the local community and Richmond Region and its residents.
- Skilled fundraiser and grant writer with proven track record of major fundraising from varied sources.
- Ideal candidate will have excellent leadership and communication skills.
- Ability to develop and manage budgets and prepare financial reports.
- Strategic thinker and persuasive communicator who understands the value of relationships.

- Ability to communicate clearly and professionally in oral and written forms. Successful public speaking experience.
- Experience and familiarity with local school districts is preferred.
- Highly organized, flexible, collaborative, motivated, and a fast learner.
- Proficiency in all Microsoft Office, CRM software, QuickBooks, and Google applications.

### **Hours**

The unique and exciting nature of an arts venue will require that the Director of Development to be an exempt employee and must be available to work a flexible schedule that will often include evening and weekend hours to accommodate Board meetings, evening performances, and functions.

### **Compensation and Benefits**

The successful candidate will have access to a benefits package to include:

- Employer contribution to healthcare: \$375 per pay; 24 times per year
- Employer contribution to retirement: 5% of wages starting at 6-month anniversary
- Leave accrual at 7 hours per pay period
- Please provide salary expectations

### **Application Process**

The application deadline date is Friday, June 16, 2023.

Interested applicants should submit a resume with cover letter and must include salary requirements addressed to:

Chelsea Buyalos, Executive Director  
Perkinson Center for the Arts and Education  
11810 Centre St.  
Chester, VA 23831

Electronic responses are required and should be directed to [jobs@perkinsoncenter.org](mailto:jobs@perkinsoncenter.org).