



## ODC Director of Development

### Background

ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for more than 45 years, our programs and activities contribute to San Francisco's vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training and mentorship.

### Position Summary

The Development Director is the lead fundraising professional for the organization and a member of ODC's senior staff team. He/she sets annual fundraising goals and strategic objectives in consultation with the Board of Directors, Artistic Directors and Executive Director. The Development Director is responsible for creating, directing and executing the comprehensive donor development and fundraising program for ODC, and plays an active hands-on role in the plan's execution and on-going success. The Director manages three direct reports as well as contracted professionals and volunteers to deliver the organization's robust individual, foundation, government and corporate fundraising targets.

The Director is also responsible for designing and delivering on-going prospecting, cultivation, solicitation and stewardship events and activities to ensure a sustainable pipeline of donors and increased broad-based and major gift/grant support of ODC's constellation of activities and programs, including special projects and campaigns in recognition and support of the organization's 50<sup>th</sup> Anniversary.

S/he will work closely with the Board of Directors and senior staff to create a thriving culture of philanthropy and with special Committees of the Board and members of ODC's diverse community to identify and engage potential donors and foundations.

This position is a full-time, exempt position and reports directly to ODC's Executive Director. Competitive salary and benefits package, DOE.

### Roles and Responsibilities:

The ideal candidate will be entrepreneurially inclined with an ability to create a strategic plan for development with diverse revenue streams, as well as to set and manage priorities to execute the plan. Specifically, the role will:

- Oversee donor strategy, cultivation, solicitation, stewardship and donor recognition, and manage a portfolio of major gift donors and prospects to advance and support ODC.
- Advance ODC's strategic plan through individual, personal job performance and effective management of the Development team.
- Steward and leverage institutional knowledge of donors and their affiliations and contributions to ODC to foster outstanding donor relationships, provide effective staffing to support solicitations and stewardship, and grow a resilient culture of philanthropy for the organization.
- Play a lead role in the design and delivery of fundraising events and activities that motivate engagement with and deepen awareness and support of ODC and its programs.
- Represent ODC in the local, regional and national arts community to promote positive awareness of the organization and its status as a leading center of dance and creativity.
- Pursue on-going professional development and awareness of industry standards and emerging trends/issues to direct sustainable, strategic growth for ODC.

### Required qualifications

- Must be over 18 years of age and eligible to work in the US.
- Bachelor of Arts degree in applicable field required.
- Knowledge of the performing arts and the advancement of the arts required.
- Excellent communication skills (verbal and written).
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, team-oriented environment.
- Organized, with excellent skills in prioritizing and time-management; strong creative problem-solving abilities.
- With notification in advance, must be able to be able to staff activities after-hours and on weekends as appropriate.
- Minimum five years of development experience in related field with progressive responsibilities and demonstrable knowledge of effective development practices.
- Project and team management strongly preferred.

### Physical Requirements and Work Environment

- Work is performed primarily in an office and performing arts facilities setting.
- Work is primarily performed sitting and standing.
- Must be able to lift and carry 15 lbs.

### To Apply:

- Please email resume and cover letter with salary requirements to: [HR@odc.dance](mailto:HR@odc.dance)
- Reference "Development Director" in the subject line.
- Note, resumes submitted without a cover letter and salary requirements will not be considered.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services, products or commercial interests.