



## DEVELOPMENT DIRECTOR JOB DESCRIPTION

### Organization Overview

Join our vibrant team at Taller Puertorriqueño, an expanding arts organization dedicated to fostering Puerto Rican and Latinx artistic enrichment and community engagement. With a budget of roughly \$1.5 million, we strive to promote and preserve our community's diverse cultural heritage through after-school arts education, exhibitions, multi-disciplinary performances, and more.

### Overview

The Development Director plays a pivotal role as a member of the Executive Team, collaborating closely with the Executive Director and other senior leaders to steer the organization's strategic direction. They will lead fundraising efforts, cultivate relationships with donors and sponsors, and strategize to expand the organization's funding streams. Reporting directly to the Executive Director, this position requires a proactive, innovative individual with a passion for the arts and a proven track record in fundraising.

### Qualifications

- A minimum of 3 years of experience in nonprofit fundraising, preferably in the arts and culture sector, OR equivalent education/experience.
- Demonstrated proficiency in grant writing and management, major gift solicitation, and stewardship, corporate outreach, fundraising events, and planned giving.
- Experience in budget development, financial analysis, or financial management within a nonprofit context.
- Exceptional organizational abilities, keen attention to detail, and adeptness in effectively planning, prioritizing and managing multiple deadlines.
- Strong interpersonal skills to collaborate effectively with diverse individuals representing various life experiences.
- Knowledge and expertise in emerging development trends, including but not limited to digital fundraising and engaging racially, linguistically, and culturally diverse audiences.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.

### Responsibilities

Key responsibilities of this position include, but are not limited to, the following:

- **Fundraising Strategy:** Develop and execute a comprehensive fundraising strategy aligned with organizational goals, leveraging various channels, including grants, major gifts, corporate sponsorships, and individual donations.
- **Donor Cultivation:** Identify, engage, and steward relationships with donors, patrons, foundations and corporate partners to increase financial support and maintain long-term engagement.

- Grant Management: Research, write, and manage grant applications, ensuring compliance with funding guidelines and deadlines. Monitor grant reporting requirements and maintain strong relationships with granting organizations.
- Campaign Management: Oversee fundraising campaigns, events, and initiatives, coordinating efforts across teams to maximize impact and revenue generation.
- Budget Collaboration: Collaborate with the finance team and Executive Director to develop and manage fundraising budgets, ensuring alignment with organizational priorities.
- Evaluation and Metrics: Develop strategies for audience-embedded evaluation and measure programming and event success.
- Communications and Outreach: Collaborate with the communications team to create compelling fundraising materials, campaigns, and messaging that resonate with donors and the community.
- Board Engagement: Engage and support the Board of Directors in fundraising activities, providing regular updates and leveraging their networks and resources.
- Data Management: Maintain accurate donor records, track fundraising progress, and generate reports to evaluate the effectiveness of fundraising strategies.

### **COMMUNICATION**

- Written and verbal fluency in English and Spanish is preferred.
- Strong written and verbal communication, collaboration, and community-building skills.
- Strong desire and ability to communicate and work with multicultural audiences.
- Advanced interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds.
- Ability to develop and conduct presentations and training sessions.

### **COMMITMENT TO SERVICE**

- Commitment to Taller's mission and role in the community.
- An understanding of the concepts of institutional and structural racism and bias and a genuine commitment to equity, inclusion, and belonging.

### **PROFESSIONAL RESPONSIBILITIES**

- Strong organizational skills and ability to manage multiple priorities at once.
- Ability to work well independently and as a member of a highly integrated and diverse team.
- Demonstrated ability to solve problems and manage conflict.
- Ability to think and plan strategically.
- All team members agree to adhere to Taller's Culture Principles.
- Commitment to a growth mindset.

### **ADDITIONAL REQUIREMENTS**

- Participates in supervision and attends staff meetings.
- Occasional weekend/evening hours.
- Participation in yearly Taller events.
- Background checks are required.
- Performs other related duties as assigned.
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## **SKILLS**

- Proficient in Meets, Google Suite, and Zoom.
- Maintains Google Calendar as an organizational tool to schedule meetings, show office or remote availability, and track important program dates, deadlines, etc.
- Knowledge of Microsoft Office applications.
- Ability to apply evidence-based practice.
- Familiarity with and willingness to utilize social media.
- Ability to work independently and as part of a team with strong, interculturally-informed interpersonal skills.
- Embodies a growth mindset and is committed to giving and receiving feedback responsibly and respectfully.

## **COMPENSATION AND BENEFITS**

This is a full-time, exempt position with health care and dental benefits, paid time off, and a hybrid work model. The salary range for this position, commensurate with experience, is \$60-65,000 annually.

## **APPLICATION PROCESS**

To apply, please send your CV and cover letter with the following information to [egoslin@tallerpr.org](mailto:egoslin@tallerpr.org) addressed to the Hiring Committee.

In your application, include the following:

- Full name and preferred pronouns
- Phone number
- Please share your interest in applying for this position. What can you offer and build on by joining our team? (250 words max)
- Please share any links to projects that you have managed in the past, including at least one writing sample.
- Please provide two references (full name and email)
- Resume