



**Position:** Development Director

**TACA – The Arts Community Alliance** is seeking a dynamic, experienced development professional as Development Director. As an integral member of the team, the Development Director will be a thought partner to the President and strategic thinker to help chart the organization’s revenue growth. Responsibilities for this full-time position include generating sufficient revenues to meet and exceed the annual operating and grants program distribution budgets of the organization.

#### **Reporting**

The Development Director will report to and work closely with TACA’s President/Executive Director, and coordinate with the directors of other departments in support of required fundraising/underwriting activities.

#### **Responsibilities**

The Development Director will be responsible for creating TACA’s development strategy across all current giving levels (individual giving, corporate and foundations) and executing the development plan in conjunction with the President. This includes identifying and cultivating new donors across all giving initiatives. Responsibilities include maintaining strong positive relationships with current donors and sponsors and securing their renewed support for programs and events.

#### **Other Functions**

The Development Director will research and cultivate relationships with local, regional and national foundations whose grant programs align with TACA’s mission. The Development Director will be responsible for writing and submitting grant proposals. This position is considered a “working” position in that the Development Director will manage all aspects of development. Additionally, the Development Director will oversee TACA’s development-related events including securing underwriters/sponsors for the following core events

- Silver Cup Luncheon
- Party on the Green
- Concert on the Green

Ideal candidate must also be comfortable in collaborating with and supporting a highly visible President/Executive Director who possesses a strong fundraising skill set.

### **Fundraising Responsibilities**

- Develop and execute TACA's development strategy in conjunction with the President
- Grant writing and grant submissions
- Identify, cultivate, solicit and secure new donors across all giving levels
- Maintain and grow existing donor relationships across all giving levels
- Develop solicitation materials/presentations/proposals for all fundraising initiatives
- Maintain and ensure the delivery of donor/sponsor benefits
- Provide thorough and detailed monthly reporting to the President
- Build and manage a talented development team and support volunteers in their efforts to raise funds for TACA.

### **Qualifications**

- Appreciation for and love of arts and cultural organizations.
- Bachelor's degree preferred with 3-5 years of fundraising experience preferably in the arts
- Exceptional communication skills – verbal and written
- Ability to take initiative, meet deadlines and be a team player in a small/diverse work setting
- Experience in fundraising database platforms – notably Blackbaud (Raisers Edge)
- Experience in building and managing development staff
- Proficient in all Microsoft Office programs
- Must be comfortable meeting with existing and new donors, travel within D/FW and working evenings/weekends to support development/events and activities
- Personable and works well with others

### **About TACA**

Our offices are located in the Arts District at One Arts Plaza. We offer an attractive compensation package for full-time staff including health benefits, retirement benefits and parking adjacent to One Arts Plaza. Please send an introductory letter, along with your resume and salary requirements, to:

[info@taca-arts.org](mailto:info@taca-arts.org)

We kindly ask that you do not call our offices.

### **Disclaimer:**

TACA is an Equal Opportunity Employer. TACA is committed to the equal opportunity of all employees and applicants without regard to race, religion, color, gender identity, ethnicity, age, national origin, sexual orientation, disability status, veteran status or any other category protected by applicable law. All offers for employment with TACA, Inc. are contingent upon the candidate having successfully completed a criminal background check.