

Job Title: Chief of Development
Reports to: Deputy Director & Chief Business Officer
Position Status: Full-Time, Exempt



EXPLORE. DISCOVER. FEEL. WONDER.

The Contemporary Arts Center (CAC) was founded in 1939 by three women with their eyes on the future, our shared vision is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity. The CAC now operates on a \$4.0M annual budget and offers 4-5 significant exhibitions per year. It is the oldest non-collecting contemporary art center in the country and one of the largest, occupying 85,000 sq. ft. of exhibition and performance space. The Contemporary Arts Center is a nationally relevant institution, renowned for exhibitions of Picasso, Mapplethorpe, and Colescott—just to name a few. We are entering a seminal chapter as we prepare to welcome a new Executive Director and embark on a new strategic plan that will guide the institution for the next decade. The CAC is also completing a \$5.0M renovation of the Creativity Center which serves our educational programming. This is an extraordinary opportunity to craft a new legacy not just for the Contemporary Arts Center, but for progression and appreciation of contemporary art regionally and nationally.

MISSION STATEMENT

- The Contemporary Arts Center brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

VISION STATEMENT

- The CAC will champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

AWARD WINNING ARCHITECTURE & EXCELLENT LOCATION

The Contemporary Arts Center is the architectural gem on the corner of Walnut and Sixth street in the heart of Cincinnati's downtown. Designed by Iraqi-British architect Dame Zaha Mohammad Hadid DBE RA, who is recognized as a major figure in architecture of the late 20th and early 21st centuries. Zaha Hadid has the coveted honor of being the first female architect to design a major museum in the United States. The Lois and Richard Rosenthal Center for Contemporary Art was heralded by the New York Times as, "the most important American building to be completed since the end of the cold war."-Herbert Muschamp, *New York Times*, June 2003. Zaha Hadid was awarded the Pritzker Architecture Prize in 2004 for her design of the CAC.



IDEAL CANDIDATE TRAITS

We are looking for a connector. Someone that sees the potential in people and institutions and can imagine innovative ways they can work together to achieve great outcomes. A strategic visionary that understands how to break a large goal into small, achievable tasks and effectively delegate according to team members' roles. An entrepreneurial leader that inspires people to perform their best and share their most valuable gifts. An individual with a personal passion for arts and culture, who understands that compelling creations require a strong foundation and exquisite detail, that understands and is willing to invest the time to build short and long-term approaches to develop and support programs that will stand the test of time. A seasoned fundraiser that has an optimistic orientation and "can do" attitude, and who easily adapts to changing assignments as required. A leader that values teamwork and cooperation to ensure that all job duties are achieved.

SCOPE OF THE POSITION

The Chief of Development serves as the principal fundraising professional of the Contemporary Arts Center (CAC), working in tandem with the Executive Director. This role provides strategic development and implementation for all major gifts from corporate, foundation, and government entities as well as all individual gifts and memberships, and spearheads the ongoing endowment campaign for programs. The Chief of Development participates as a member of the senior management team and works closely with the Deputy Director & Chief Business Officer, Executive Director, the Board President, and Board of Directors to formulate and meet CAC's short and long-term fundraising objectives. The Chief of Development also provides leadership and day-to-day management of the Development team which includes a Corporate & Advanced Giving Director, Assistant Director of Annual Giving, Development Assistant, and two contract Grant Writers.

This position leverages the CAC's successful exhibitions and initiatives to continue to build a compelling program for annual and endowment gifts based on stewardship, strategy, and advance planning. The Chief of Development is responsible for face-to-face donor cultivation and stewardship, prospect research and relationship-building, as well as the creation of proposals, annual reports, solicitation letters, and development brochures.

CHIEF OF DEVELOPMENT DUTIES & RESPONSIBILITIES:

- Create and implement a comprehensive result-oriented fundraising plan to achieve the department's annual goals.
- Develop short- and long-term fundraising goals detailing objectives, schedules and budgets
- Create and oversee donor cultivation programs.
- Research and identify potential sources of funding and develop major gift strategies.
- Plan and oversee grant proposals to individuals, private foundations, corporations, and government agencies, locally and nationally.
- Develop appropriate donor recognition programs. Oversee all donor records for all fundraising campaigns.
- Direct the development office, including managing and coaching staff, establishing performance goals and developing and executing operating budgets.
- Work closely with the Deputy Director & Chief Business Officer, Executive Director, the Board President and Board of Directors to formulate and meet CAC's short and long-term fundraising objectives.
- Facilitates work of the Development Committee and its temporary task forces and attends all Board meetings.
- Support the work of relevant committees and staff to plan, promote and execute the CAC's annual Gala and other appropriate special events.
- Work with staff to evaluate, improve, and create fundraising materials.

- Develop strong working relationships with the curatorial, education, and PR/Communications departments.
- Works with the Visitor Experience Team and coaches the museum's front-line staff on how incorporate fundraising into daily visitors' interactions.

REQUIREMENTS:

- BA or BS and at least five years management experience, including personnel supervision, and planning.
- Demonstrated knowledge and experience in fundraising with a proven track record in soliciting and closing gifts.
- Demonstrated leadership qualities including ability to motivate and lead people, effective communication skills, both written and verbal, and strong organizational skills.
- Ability to work both independently and as part of a team.
- Excellent organizational skills including being able to set priorities and achieve goals.
- Highly organized, detail oriented and able to manage simultaneous priorities under pressure.
- Ability to make an impact in a fast-paced, team-oriented environment.
- Excellent people skills with the ability to cultivate advocates for the institution.
- Willingness to travel and to work outside of regular working hours.
- Appreciation for contemporary art, a curious mind, and a sense of humor.
- Experience in non-profit arts management is preferred.
- Certified Fundraising Executive (CFRE) preferred.
- Fluent knowledge of Microsoft Word, Excel, PowerPoint, Outlook and database management, Bloomerang experience a plus.

APPLICATION PROCESS:

Please send cover letter and resume by October 17, 2022, to:

Contemporary Arts Center
 Lois & Richard Rosenthal Center for Contemporary Art
 44 East 6th Street
 Cincinnati, OH 45202
 Attn: Human Resources

Also, application materials can be emailed to Aly Laughlin at alaughlin@cincycac.org. No phone calls accepted.

The Contemporary Arts Center is an Equal Opportunity Employer.