

# CEPA GALLERY

CONTEMPORARY PHOTOGRAPHY & VISUAL ARTS CENTER

617 Main St Ste 201, Buffalo NY 14203 (716) 856-2717

JOB POSTING – JANUARY 19, 2017

## **CEPA GALLERY SEEKS A DEVELOPMENT DIRECTOR**

JOB TITLE: Development Director

REPORTS TO: Lawrence Brose, Executive Director

### POSITION SUMMARY:

The Development Director is responsible for managing and successfully implementing a comprehensive development program that includes annual giving, major gifts, planned and capital giving, and exhibition and program sponsorship to support CEPA's ongoing artistic growth.

### RESPONSIBILITIES:

- Work with Executive Director and Board of Directors to implement a comprehensive, results-oriented development plan.
- Manage and expand the major gifts program. Work with Executive Director and Development Committee to develop strategies and conduct research to identify, prioritize, cultivate, and solicit existing prospects and new donors for individual gifts and sponsorships.
- Assist with Annual Fund Campaign.
- Cultivate and implement effective donor stewardship and recognition programs. Establish development systems and tools for soliciting donors, timely and 'evergreen' acknowledgements, and ongoing communication that exceeds donor expectations.
- Develop and manage donor cultivation activities.
- Oversee implementation of special fundraising events with specific attention to engagement of leadership volunteers and increased corporate sponsorships. Oversee support staff involvement in special event activities.
- Collaborate with staff to develop effective donor communications tools and to ensure that development efforts and campaigns are fully integrated into CEPA's publicity.
- Assist with special events.

### QUALIFICATIONS:

Bachelor's degree required. Three years of Development experience with demonstrated success in establishing and meeting development goals. Be familiar with Raiser's Edge or willing to learn. Must be organized, efficient, able to meet ambitious fundraising goals, and flexible in a creative, lean team-based work environment. Computer skills should include MS Office Suite, Internet and Social Media.

Deadline for Submissions: FEBRUARY 1, 2017

Send resume and cover letter to: [submissions@cepagallery.org](mailto:submissions@cepagallery.org)