

JOB DESCRIPTION: Development Director  
Scenic City Clay Arts  
April 2025

**Job Title:** Development Director

**Employment type:** Full-time

**Hours:** 40/week

**Salary:** \$42,000/year

**Location:** We offer a hybrid and flexible work environment, recognizing the value of both in-person collaboration and remote productivity. While the schedule can vary, this role requires regular on-site availability for meetings, events, and team engagement.

**Benefits:** 3 weeks paid vacation and 1 week paid sick leave per year (prorated to employee start date); paid holidays; employer-sponsored health, dental and vision insurance option; 4 week paid sabbatical after 5 years of employment; 8 weeks paid parental leave

**Other benefits:** 24/7 key access to the studio; free registration for up to 3 classes/workshops each year

**Estimated start date:** July 2025

**Reports to:** Executive Director

**Direct Reports:** None

### **Organization Description**

Scenic City Clay Arts is a 501(c)3 non-profit arts organization with a mission of sharing access to all things clay through collaborative education in a community studio. Our vision is an inclusive community where all people can consistently experience creative self-expression with clay. We operate a working ceramics studio with a regular series of classes and workshops, studio membership program, and community outreach activities.

### **Job Overview**

The Development Director is a key leadership role at Scenic City Clay Arts (SCCA), responsible for overseeing fundraising, donor development, and community engagement efforts. This role is critical in securing and expanding the financial resources necessary to sustain and grow SCCA's programs, artistic endeavors, and community impact. The Development Director will lead strategic initiatives to enhance revenue, cultivate donor relationships, and increase the visibility of SCCA within the community. This position requires strong leadership, communication, event planning, and strategic planning abilities, as well as a proven track record in successful fundraising and grant management.

The Development Director will work closely with the Executive Director and Board of Directors to ensure that SCCA's development goals align with the organization's mission and long-term growth plans.

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## Responsibilities and Duties

- **Strategic Leadership & Fundraising Strategy**
  - Lead the creation, implementation, and oversight of a multi-year fundraising plan that includes individual giving, major gifts, corporate sponsorships, studio membership drives, events and capital campaigns.
  - Identify growth opportunities and long-term funding strategies to support the continued expansion of SCCA's programs and initiatives.
  - Collaborate with the Executive Director and Board of Directors to set both annual and long-term development revenue goals.
  - Cultivate strong relationships with Board members to secure major gifts and fundraising leads, while equipping the Board to actively participate in development efforts. Board meeting attendance is sometimes required.
  - Engage with state and local officials and government agencies to secure city and county funding support for SCCA's programs and community initiatives.
- **Donor Engagement**
  - Identify, nurture, and maintain relationships with individual donors, ceramic enthusiasts, art patrons, foundations, and other potential funding sources.
  - Manage stewardship activities, specifically gift receipts, acknowledgements, and thank you notes.
  - Utilize wealth screening tools (DonorSearch) to identify donor prospects and request accurate gifts.
- **Grant Proposals**
  - Research and identify grant opportunities, write grant proposals, and manage the grant application process to secure grants from foundations and arts-related organizations.
  - Prepare and submit all required grant reports while fostering ongoing communication and strong, collaborative relationships with grantmaking organizations.
- **Event Management:**
  - Plan, oversee, and execute fundraising events and donor appreciation events to increase visibility and secure financial support for SCCA.
  - Develop and launch a signature recurring annual fundraising event that becomes a cornerstone of SCCA's development strategy.
  - Coordinate logistics, partnerships, and marketing efforts for events to ensure successful outcomes and donor satisfaction.
- **Committee Participation:**
  - In conjunction with the Board of Directors, establish a Development Committee to support the fundraising, event planning, and relationship-building efforts of Scenic City Clay Arts.
  - Serve as a key member of the Development Committee, providing input and leadership to align committee efforts with the overall fundraising strategy.
  - Work closely with committee members to establish goals, track progress, and ensure alignment with SCCA's development objectives.
  - Foster a culture of collaboration, innovation, and accountability within the Development Committee.

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- **Community Outreach**
  - Increase the visibility of SCCA by representing the organization at local arts, networking, and community events.
  - Attend at least 3 community arts or networking events per month, with a goal of building relationships with new potential donors, corporate sponsors, and community partners
- **Donor Database Management**
  - Maintain an accurate and up-to-date donor database within the organization's CRM system (MonkeyPod,) documenting donor interactions, contributions, and communications.
  - Run and analyze various reports, including gifts and membership, from the MonkeyPod database.
- **Reporting**
  - Provide regular reports and updates to the Executive Director and Board of Directors on fundraising progress, achievements, challenges, and financial performance.
- **Budget Oversight**
  - Develop and manage the annual fundraising budget, ensuring that expenditures align with revenue projections.
  - Ensure SCCA annually meets the IRS 1/3 support test, maintaining its 501(c)(3) public charity status by securing at least one-third of its funding from public contributions, including individuals, government agencies, and other charitable organizations.
- **Development Processes**
  - Document and update internal policies, best practices, and how-to documents as needed.

## Qualifications

- Bachelor's degree in a related field such as nonprofit management, arts administration, communications, or a similar discipline.
- Minimum of three (3) years of professional experience in nonprofit fundraising and development, preferably within the arts or cultural sector.
- Demonstrated success in securing grants, cultivating major donor relationships, and planning and executing fundraising events.
- Outstanding written and verbal communication skills, with the ability to craft compelling fundraising content and speak effectively in public settings as a representative of the organization.
- Proficiency in donor database management, CRM systems, and fundraising software.
- Strong interpersonal skills with the ability to establish, cultivate, and sustain positive relationships with donors, board members, community partners, and internal team members.
- Professional demeanor and collaborative spirit, with a demonstrated ability to work closely with the Board of Directors, organizational leadership, and fellow staff members.
- Creative thinking and initiative in developing new fundraising strategies, events, and campaigns to engage and grow the organization's supporter base.

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- Ability to lead and manage projects independently with a high degree of autonomy, resourcefulness, and follow-through.
- Exceptional organizational skills, meticulous attention to detail, and the capacity to balance and prioritize multiple projects simultaneously.
- A passion for ceramics, the arts, and a strong commitment to advancing the mission and values of Scenic City Clay Arts.

**To apply:**

Email resume and cover letter to SCCA Executive Director Madeline Wright at [madeline@sceniccityclayarts.org](mailto:madeline@sceniccityclayarts.org). Interviews will be scheduled on a rolling basis.