

JOB DESCRIPTION
Director of Development

Position Category:	Fulltime, Regular
Employee Type:	Salaried, Exempt
Reports to:	Lydah DeBin, Deputy Director
Direct Reports:	Development Manager, Development Coordinator
Work Schedule:	Mon-Fri, 9 a.m. – 5 p.m.; evening and weekend hours required
Salary:	\$70,000–\$85,000/year plus benefits
Last Updated:	10/21/2021

Organization:

Literary Arts is a nonprofit literary organization based in Portland, OR. Our mission is to engage readers, support writers, and inspire the next generation with great literature.

Our programs create opportunities for readers and writers of all ages and walks of life to engage with stories. We provide programs in concert halls, classrooms, our community space, and on the radio. Literary Arts is committed to remaining a dynamic and responsive organization that will continue to evolve with our community's needs and deepen our equity work across all our programs.

Individual giving, corporate and foundation support, and ticket sales are the backbone of our organization. Our staff and donors connect regularly and build relationships that last. Literary Arts is expanding its fundraising staff to add a Director of Development as we embark on a \$16 million capital campaign to buy and renovate a new home and to start a writers' residency in the home of Ursula K. LeGuin.

The current fundraising team raises \$2–3 million each year with \$1.5m coming directly from individual gifts. The strong donor support relies on a responsive team that understands our mission and connects donors to opportunities.

The Position:

Working directly with the Deputy Director, the Director of Development will be responsible for the annual fundraising of contributed income for Literary Arts. The Director of Development will design and implement fundraising strategies to meet budget goals for individual, foundation, corporate, and governmental sources.

This position will collaborate deeply with peer Program Directors and Senior Leadership (Executive Director and Deputy Director) as well as manage a Development Manager and Development Coordinator to achieve organizational fundraising goals that promote Literary Arts' mission and programs.

The Director of Development actively participates in on-going efforts to further an organizational culture that supports and reinforces the equity, diversity, and inclusion goals of Literary Arts.

Essential Duties

Individual Giving

- Solicit individual donors to increase participation in Literary Arts' Leadership Circle of annual fund gifts \$2,500+.
- Focus on NEW Major Gifts Prospects identified by feasibility work.
- Work closely with the Deputy Director to coordinate annual and capital fundraising to strategically align goals.
- Identify and cultivate new donors, as well as maintain / improve donor relations within each giving category (foundation, corporate and individual). (125–150 relationships).
- Implement a major gifts and planned-giving program as well as other development initiatives.

Department Leadership and Management

- Develop, budget, and implement yearly strategic development plan to meet the goals of Literary Arts. Revise plan as necessary to meet and even exceed development goals.
- Manage the annual gift Development team responsible for grants, in-kind donations, and event coordination.
- Ensure the organization is using current and effective development strategy and growing our culture of philanthropy.
- Improve organizational activities around community centered fundraising.
- Create, produce, and manage any special projects identified by the Deputy Director.

Stewardship and Fundraising Events

- Set strategy for cultivation events and annual fundraising events, and donor Thank You events.
- Responsible for the annual gala style fundraising event including:
 - Fundraising strategy
 - Table host recruitment
 - Paddle raise commitments
 - Oversee Event Contractor and Development Manager

Grants and Proposals

- Generate targeted, effective corporate support prospects and proposals.
- Manage relations with corporate supporters.
- Supervise and support Development Manager's writing of successful foundation and government grants.
- Oversee the preparation of timely and appropriate grant reports and other correspondence.

Financials

- Oversee stock transfers, endowment deposits and withdrawals.
- Work closely with Finance to ensure accurate record keeping.

Committee/Council Work

- Run the Development Council.
- Run the Patron Advisory Council.

Skills and Competencies

Literary Arts acknowledges and celebrates all types of learning: academic and career and on-the-job training as well as volunteer and military service. Our goal is to hire and retain individuals who have demonstrated success performing the essential duties of the position and/or who possess the qualities to learn new skills quickly.

Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role.

Professional

- Proven professional experience and demonstrated track of success in meeting and even exceeding revenue targets. This experience can come through direct major gift fundraising or a for-profit sales role.
- Demonstrated expertise in growing a universe of donors or customers.
- Direct experience managing employees.
- Excellent grammar, spelling, and attention to detail.
- 7+ years of full-time work experience or equivalent.

Personal

- Commitment to the essential role literature plays in civic life.
- Interest in and aptitude for diversity, equity, and inclusion work.
- Outstanding oral and written communication skills.
- Ability to demonstrate creative problem-solving and critical-thinking skills.
- Phenomenal interpersonal skills, including relationship-building across communities.
- Strong collaborative instincts.

Diversity, Equality, and Inclusion

An understanding of Literary Arts' mission and commitment to diversity, equality, and inclusion is expected of all new employees. This includes the 2019–22 Strategic Framework, which is available on Literary Arts' website. This understanding and commitment should be demonstrated through the performance of assigned duties, as well as all-staff activities.

Job Conditions

Office Layout is open concept, between two common spaces used for meetings, events, and workshops. The workstation for the Director of Development has direct sunlight and is in the front of the office space.

Approximately 65% of the workday is spent at an unshared computer workstation, 15% in meetings, 10% at events, and 10% performing tasks around the office. Note: During the current public health crisis, Literary Arts staff are working from their homes. Literary Arts provides computers, monitors, and chairs for home use, along with other technology support as needed. Literary Arts also provides a technology stipend to support services such as internet service.

Equipment Used: Mac laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

Physical Demands: Long periods of sitting are required at the computer or in meetings. However, this position



does accommodate breaks from sitting as needed. Occasional lifting and moving of boxes is required; boxes in excess of 25 pounds should be lifted with assistance. The Director of Development verbally communicates with patrons and members of the general public from time to time as a representative of the organization. Some concentrated periods of computer keyboarding may be required throughout the work week.

Application Information:

Application materials must include a resume and a statement of interest clearly indicating your experience with individual giving and managing a development department. Please submit your materials to lydah@literary-arts.org.

With questions, please contact Deputy Director Lydah DeBin – lydah@literary-arts.org.

Application Deadline: Open until filled