



Director of Development Position

The School of the Performing Arts in the Richmond Community (SPARC) is a dynamic and vibrant nonprofit organization dedicated to profoundly influence young people's lives through exceptional performing arts education. SPARC provides high-quality, accessible performing arts programs that inspire creativity, confidence, and build character while fostering a lifelong love of the arts. We believe in the transformative power of the arts to positively impact children's lives, and we are committed to creating a nurturing and inclusive environment for all young performers.

Position Summary

The Director of Development provides skilled leadership and administration for all aspects of SPARC's philanthropic engagement. Reporting to the Executive Director and serving as a member of the leadership team, this position ensures that all development activities to generate charitable support are in alignment with the organization's mission, vision, and goals of the strategic plan. The Director of Development will also be a positive role model who works creatively and collaboratively across the organization and throughout the community to build strong external relationships with individuals invested in the success of SPARC's students.

Roles and Responsibilities

- Serve as a vital member of the leadership team, participating in a collaborative and communicative environment across all departments in support of generating approximately \$1M annually in philanthropic support.
- Plan, implement and execute annual development strategy to meet all development goals including the oversight of all related events, campaigns, communications, and collateral.
- Set standards for quality of work and hold development staff accountable to organizational priorities and expected outcomes.
- Build and manage positive and productive external relationships with SPARC's Board of Directors and Development Committee, key supporters, grant-making bodies, institutional donors, and other key alliances to advance annual development goals.
- Lead and coordinate donor cultivation, solicitation, and stewardship activities with the Executive Director and development staff.
- Support an organization-wide culture of philanthropy by partnering with the programs department in the creation of funding proposals, impact reports, and donor communication.

- Serve as an ambassador and advocate for SPARC throughout the Richmond community.
- Attend SPARC performances and maintain an active presence at other performing arts events in the community.

Qualifications

Qualified applicants must have a bachelor's degree or equivalent work experience, plus a minimum of five to seven years of increasing responsibility in development and fundraising. Direct experience overseeing development staff is required. Candidates should exhibit excellent written and verbal communication abilities. Working knowledge of Microsoft Office (Excel, Outlook) and database and spreadsheet proficiency is required.

Compensation and Benefits

The base salary range for this position is \$70,000 to \$85,000 annually. SPARC provides competitive benefits including paid time off, health care contribution, short- and long- term disability coverage, term life insurance, and matching 401(k) contributions.

Applications and Inquiries

To apply, submit a cover letter and resume with a summary of demonstrable accomplishments to employment@sparcrichmond.org. The deadline for applications is March 15, 2024, or until the position is filled.

SPARC is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We celebrate the unique differences of our employees because that is what drives curiosity, innovation, and the success of our business. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.