



## JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT  
LUTHER BURBANK CENTER FOR THE ARTS

SANTA ROSA, CA

### COOK SILVERMAN SEARCH

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## ABOUT LUTHER BURBANK CENTER FOR THE ARTS

Founded in 1981, Luther Burbank Center for the Arts is the North Bay's premier arts and events center presenting world-class performances, nationally recognized education programs, contemporary visual art, and many popular community events. A 501(c)(3) non-profit organization, the Center is ranked among world's top 100 performing arts presenters hosting performances in music, theater, dance, comedy, family programming and renowned speaker events, and serving more than 50,000 children and adults annually through its *Education Through the Arts* programs.

Located in the heart of the Sonoma wine country, the Center is owned and operated by the Luther Burbank Memorial Foundation, and relies on the generosity of members, donors, and sponsors to achieve its mission to enrich, educate, and entertain the North Bay community.

For more information, please visit [www.lutherburbankcenter.org/](http://www.lutherburbankcenter.org/)

## POSITION OVERVIEW

The Director of Development is a member of the senior leadership team, and their work is integral to the future success of the Center and its long-term vision. The Director of Development is responsible for the design, management, and execution of annual fundraising strategies to grow the contributed revenues of the Center from all sources, including individuals, foundations, businesses, government agencies, and at least one fundraising event. The primary focus for this role is to deepen, broaden, and increase contributed revenue for the organization. Achieving, growing, and exceeding the department's annual contributed revenue goal of approximately \$3M+ will be accomplished through a vital engagement with the board, chief executive officer, director of special projects, other senior leadership, and the development team.

## REPORTING RELATIONSHIPS

The Director of Development (DOD) reports directly to the Executive Director and manages a team of four talented staff, including an Associate Director of Development, Development Manager, Development Operations & Data Base Manager, and Donor Relations Associate. The DOD works with the Board of Directors and other volunteers to help facilitate donor and prospect relationships.

## PRIMARY RESPONSIBILITIES

- Provide leadership on all matters related to fundraising, including annual fund; major gifts; membership; fundraising events; corporate and foundation giving; and development, management and execution of strategic and tactical plans to acquire, retain, and grow contributed revenue.

- Ensure the current annual contributed revenue goal of \$3M+ and pursue the long-term strategic direction of increasing percentage of contributed revenue from an average of 26% to 40% of operational expense.
- Establish annual contributed income goals and objectives; accountable for ensuring goals and objectives are met.
- Plan and oversee fundraising initiatives for identification, cultivation and solicitation of new, renewed, and increased gifts, both personally and as a member of the team.
- Maintain a robust stewardship program to recognize and retain current donor pool.
- Work closely with the board of directors to help cultivate and steward their relationships.
- Continually refine a compelling case for support that inspires the broader donor community.
- Partner with and motivate the board, other volunteers, executive staff, and the development team to successfully achieve annual revenue goals, providing research, training, and coaching as needed.
- Oversee and manage the development expense budgets, fundraising systems, and activities of the department, in partnership with the Center's Finance department.
- Oversee departmental policies and procedures, workflow and staff assignments, budget planning and analysis, employee performance and evaluation.
  - Supervise pledge billing, income accounting, and reporting for all campaigns and appeals, as well as donor acknowledgement process and recognition fulfillment.
- Increase knowledge throughout the community of the non-profit mission and programmatic impact of the Center, resulting in conversion of ticket buyers into donors and new support from the business community.
- Assess and evaluate previous and current campaigns, and trends, in order to inform fund development strategy, and to develop a year-over-year comparative history.
- Partner with the marketing team to implement a strategic communications plan to promote organizational impact and fundraising activities.
- Direct, nurture, and motivate an enthusiastic and effective development team.

## QUALIFICATIONS

- Bachelor's degree from a four-year college or university or equivalent experience, Master's degree a plus
- Ten plus years fundraising experience, seven of which must include managerial experience, and a proven fundraising track record
- Ability to design, execute, and grow a solid and successful fundraising program including annual fund, major gifts, and corporate and foundation gifts
- Knowledge of and experience with planned giving, preferred
- Ability to inspire and motivate philanthropic commitment from a broad range of individuals externally and internally (board of directors and colleagues)
- Ability to manage complex strategic plans and programs, and to work effectively under deadlines
- Excellent organizational and time management skills, and careful attention to detail
- Outstanding interpersonal and communication skills; ability to articulate ideas clearly, concisely, and persuasively in both written and oral format
- Excellent writing and editing skills
- Ability to evaluate philanthropic trends and analyses and knowledge of best practices
- Knowledge of financial management to allocate resources, prepare and manage development budgets, analyze financial data, and project income, and work in partnership with the Center's Director of Finance
- Excellent partnerships with all Center staff members and board of directors

- Commitment to and passion for the mission of the Luther Burbank Center for the Arts

#### SALARY OR SALARY RANGE

The salary range for this position is \$115,000 to \$130,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

#### TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Luther Burbank Center for the Arts is an Equal Opportunity Employer.