Job Title:	Director of Development		
Location:	Purchase, NY	Travel Required:	No
Level/Salary Range:	$60K – $70K	Position Type:	Full-Time; flexible hours, hybrid workplace
Mission:	RTA helps people in prison develop critical life skills through the arts, modeling an approach to the justice system based on human dignity rather than punishment. Learn more: rta-arts.org		

POSITION DESCRIPTION:

The Director of Development reports to the Executive Director and is responsible for leading the strategy and execution of RTA's annual development program with a focus on individual donors, major donors, and institutional funders. The Director of Development collaborates with the Development team, including a Grant Writer, Development Associate and Director of Communications.

KEY ROLES AND RESPONSIBILITIES:
- **Individual Donors:**
    o Manage annual development plan, charting out appeals and events for the year
    o Manage portfolio of individual donors & major donors with Moves Management
    o Manage prospect research and donor acquisition
    o Attend selected screenings and other events to meet potential new donors
    o Manage Board dues give/get & other communication with Board as needed

- **Institutional Funders – Foundations, Corporations & Government:**
    o Identify and pursue new institutional funding opportunities through research, frequent Letters of Inquiry (LOIs), phone calls with potential funders, and attending webinars and networking events
    o Manage existing relationships with institutional funders, including elected officials
    o Collaborate with the Senior Grant Writer/Deputy Director in developing and fielding proposals
    o Prepare Executive Director and other key solicitors for key meetings

- **Special Events:**
    o Collaborate with Director of Communications on all fundraising events
    o Convene host committee if applicable
    o Oversee outreach & curate mailing list
    o Research guests and give board/staff assignments for day-of cultivation

- **Communications:**
    o Collaborate with Director of Communications on donor-facing materials such as invitations and the annual appeal letter; ensure communications are donor-centric

POSITION REQUIREMENTS:
- **At least 3 years development experience or equivalent training.**
- BA degree or equivalent in work experience is required
- Detail-oriented, creative self-starter with exceptional interpersonal, leadership and strategic thinking skills
- Excellent administrative, communications – both written and oral – and computer skills
- Contribute to and commit to diversity, equity, and inclusion practices
- Proficiency with Microsoft Office (Excel, Word, and PowerPoint), Google Drive, and common donor database (e.g.,DonorPerfect, Raiser's Edge) required
- Possess a driver's license and have access to a car
- Ability to work flexible hours
- Interest in prison reform and the arts

PLEASE SEND RESUME AND COVER LETTER TO: Brandon Barrow at
brandon.barrow@rta-arts.org

Work Environment:	RTA is a fast-paced organization led by a collaborative staff who value teamwork through staff-developed, mutually agreed upon core values.
	As an organization that works extensively with incarcerated and formerly incarcerated people, we stand in solidarity with all those oppressed by institutional inequality and embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, including those impacted by the justice system.
	All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, or veteran status.
	RTA supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices. Staff work a standard work week but are occasionally required to work some evenings and/or weekends for special events.