

**Director of Development**  
**Pennsylvania College of Art & Design**

## **Overview**

PCA&D is seeking a hands-on visionary, entrepreneurial, and collaborative Director of Development for the College. The ideal candidate will serve to energize, build, cultivate, and steward PCA&D's base of philanthropic support during a period of growth and engagement.

The Director will report directly to the President and will serve as a member of the Senior Staff. The Director will be accountable to PCA&D's Trustees and have oversight of the Alumni and Parents Associations. The Director will work with all members of the College, key internal and external stakeholders, and programmatic partners within the community.

The successful candidate is a strategic, skilled leader with demonstrated experience in successful, long-term relationship building with key stakeholders as well as external and internal campus community members. S/he is a collaborative and highly effective communicator who can openly articulate the values and benefits of an experience-enhanced fine art and design education in a small college setting. S/he will develop and assure the successful implementation of annual and fundraising campaigns.

## **Duties and Responsibilities**

The Director reports directly to the President and will manage and build the Development department and programs while serving as a key member of the College's senior leadership team. The Director works closely with the Board of Trustees, serving as the staff liaison to the Board's Development Committee. As the College's chief fundraising officer and the President's primary advisor on fundraising strategy, the ideal Director is well organized, entrepreneurial, a team builder, and mentor who can lead, direct, define, manage, and assure the successful achievement of performance goals, including individual, corporate, and foundation fundraising; grants; donor stewardship; and governmental, alumni, and parent relations. The Director will work in close collaboration with the Director of Strategic Communications and Special Assistant to the President for Strategic Initiatives. The Director will be a thoughtful and decisive leader with a successful record of strategy development and execution. S/he will be a strong advocate for philanthropic support of the College both on and off campus and serve as the clearing-house for any College-related fundraising. S/he will lead successful fundraising programs through her/his own example of excellence in donor stewardship. The candidate will demonstrate a successful personal record of donor cultivation, solicitation, and stewardship. The candidate will provide strategic leadership and active support for the potential development of a future comprehensive fundraising campaign, as well as fundraising for the select initiatives associated with the College's developing strategic plan.

S/he will provide direct senior leadership support and guidance to the Board of Trustees Development Committee. In collaboration with the PCA&D President's Council and key stakeholders, the Director will have primary responsibility for all fundraising success. The successful candidate will manage and cultivate key institutional relationships, engage alumni and parents, implement annual and special campaigns, and further the culture of philanthropy. The ideal candidate will be collaborative and engaging among all PCA&D's

constituencies, including the Lancaster, PA community and beyond. The Director will initiate and provide oversight of policies and procedures applicable to institutional development. S/he will possess the management and leadership acumen to leverage the College's existing capacity, strengthen performance, and effectively manage and build a comprehensive operation while maintaining best practices, camaraderie, shared accountability, and clearly defined goals.

## **Responsibilities**

Build and provide hands-on leadership and management to the College's Development program consisting of individual, corporate and foundation giving, bequests, the annual fund, and special fundraising events.

Identify and cultivate potential major donors, both corporate and individual, and work with the Trustees and President to identify appropriate individuals to partner with the cultivation, strategy development, solicitation, and stewardship of all donors.

Maintain all donor records, assure systems are accurate, and develop/create proactive stewardship structures.

Establish and maintain effective working relationships with Trustees of the College.

Develop, implement, and evaluate the development strategic planning process, work closely with the President to present development plans to key partners and Trustees that are well researched and support the strategic plan for the College.

Staff the Board of Trustees' Development Committee.

Become an active and visible member of the business, arts, creative, and philanthropic communities.

Identify and establish relationships with donors and potential donors.

Conduct research to identify the goals, net worth, history of charitable donations, or other data related to potential donors or general donor markets.

Develop and implement individual solicitation plans.

Track and record activities as they relate to assigned prospects using donor database and report results regularly to the President.

Support the President in identifying well-respected, individuals to the Board of Trustees, recipients for institutional honors/awards, and as volunteers including alumni and parents within the work of the College.

Work in collaboration with key members of the staff on the identification, drafting, and writing of grants and award applications for the College.

Lead and staff the College's newly established Alumni Council and Parents Council.

Lead and work in partnership with key members of the staff for all fundraising and stewardship events for the College.

### **Minimum Qualifications & Qualities**

Bachelor's degree required, with 3 years relevant experience in advancement, fundraising, development or related work. Significant successes in the field of development, management or related business is preferred.

Possess highly developed and keen strategic writing, proofreading, and editing skills as well as excellent skills in utilizing databases.

Understand and appreciate the value of an art and design education and the roles creatives offer society.

Understand, appreciate and thrive within the dynamics of a small college experience.

Deep and broad professional knowledge of current best practices and compliance across all components of advancement work

Demonstrated knowledge of and ability to use contemporary fundraising techniques, including the use of social media, in the stewardship and solicitation of donors

Ability to represent the College with integrity and professionalism

Goal orientated, self-motivated and energetic

Demonstrated understanding of the importance of the role of alumni, parents, and community in the success of the College

Commitment to demonstrate integrity and excellent judgment in all constituent relationships

### **How to Apply**

Please submit a cover letter, resume or CV, list of 3 references, and salary requirements to [jobs@pcad.edu](mailto:jobs@pcad.edu), with the Subject line **“Development.”**