

Job Posting



Job Title: Director of Philanthropy - Communications
Location: Sunset Cultural Center, Carmel-by-the-Sea, CA
Reports to: Executive Director
Employment Type: Full-Time, exempt
Salary Range: \$90,000 – \$120,000

Position Overview:

The Director of Philanthropy and Communications is a senior leadership role responsible for overseeing the strategic direction and execution of all fundraising. As the leader of a three-person development department, the DOPC, in coordination with the Executive Director, directs all fund development and communications efforts for Sunset Cultural Center, a nonprofit cultural and performing arts organization.

This individual will have a pivotal role in building relationships with donors, securing major gifts, enhancing the organization's brand, and communicating its mission and impact to the community. The Director will collaborate with the executive team, board of trustees, and other staff to cultivate a diverse funding base, increase audience engagement, and ensure that the Sunset Cultural Center's communications are aligned with its strategic goals.

Key Responsibilities:

Philanthropy & Fundraising:

- Develop:
 - an annual comprehensive fundraising plan to meet annual fund goals including individual giving, corporate sponsorships, grants, and special events.
 - strategies for long-term, major financial support and planned giving.
 - a robust stewardship program ensuring donors at every level are acknowledged, engaged, and recognized appropriately.
- Lead and Manage:
 - the team's planning and execution of above referenced strategies for fundraising campaigns, donor outreach, events, and annual giving programs.
 - delegate aspects of the plan to identified staff and monitor progress towards goals as well as manage course correction when plan is not achieving expected results.
 - oversee grant research, writing, and reporting, ensuring alignment with the organization's mission and funding priorities.
- Cultivate Relationships:
 - with major donors, Board of Trustees, foundations, and corporate partners to secure major gifts and sponsorships.
 - oversee the identification and solicitation of donors at all levels.



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- Reporting:
 - Prepare and present fundraising reports to the Board of Trustees, executive team, and stakeholders.

Communications & Marketing:

- Collaborate with artistic and programming teams to ensure that communications reflect the organization's artistic vision and community engagement.
- Develop:
 - integrated communications strategies, including public relations, social media, email marketing, and print materials, to promote the organization's mission, performances, and events.
- Lead and Manage:
 - creation of content for internal and external communications, including newsletters, press releases, website updates, and social media posts.
 - design, production, and distribution of marketing materials, including brochures, programs, posters, and digital media.
 - consistent messaging across all channels and touchpoints, reinforcing the organization's brand and values.
 - relationships with media outlets to increase visibility and media coverage of the organization's programs and performances.

Leadership & Strategic Planning:

- Serve as a key member of the senior leadership team, contributing to the organization's overall strategic planning and decision-making.
- Collaborate with the board of trustees on fundraising strategies and help to organize board engagement in philanthropy efforts.
- Develop and monitor budgets for philanthropy and communications programs, ensuring resources are allocated effectively and efficiently.
- Track and analyze the effectiveness of fundraising and communications strategies, using data to inform future initiatives.

Qualifications:

- Bachelor's degree in communications, marketing, nonprofit management, or a related field (advanced degree and/or fundraising certification preferred).
 - Minimum of 5–7 years of experience in nonprofit fundraising with at least 2 years in a senior leadership role.
 - Proven track record of securing major gifts and sponsorships and leading successful fundraising campaigns.
 - Strong understanding of communications strategies, including digital marketing, social media, and public relations.
 - Excellent written and verbal communication skills with the ability to craft compelling messages for diverse audiences.
 - Strong project management skills, with the ability to juggle multiple priorities and deadlines in a fast-paced environment.
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Desired Skills and Attributes:

- Warm and engaging personal style with a natural ability to build relationships with a wide range of stakeholders, including donors, staff, artists, and community members.
- Collaborative and team-oriented approach with a positive, proactive attitude.
- Strong supervisory skills, with the ability to engage and inspire team members.
- Creative thinker with an eye for detail and design in communications materials.
- Passion for the arts and a deep commitment to the mission of the organization.
- Knowledge of donor management software, preferably Tessitura, and social media platforms.

Compensation:

Competitive salary commensurate with experience. Benefits package includes health insurance, paid time off, and other organizational perks.

To Apply:

Please submit a resume, cover letter, and writing samples (including donor communication or press release) to HR at [Sunset Cultural Center dot org](mailto:hr@SunsetCulturalCenter.org).

Sunset Cultural Center is proud to be an equal opportunity employer dedicated to building a culturally diverse, equitable, inclusive, accessible, and antiracist environment. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, pregnancy, genetic information, marital status, disability, veteran status, sexual orientation, gender identity or any other classification protected by law. We encourage applicants of all backgrounds to apply. We will consider employment for qualified applicants with arrest and conviction records.
