

Director of Development  
Scottsdale, AZ  
Description



Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand and financially support the historic spaces of Frank Lloyd Wright's Taliesin and Taliesin West, the Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright's own words, our vision is "to make life more beautiful, the world a better one for living in, and to give reason, rhyme and meaning to life."

The Director of Development is responsible for building partnerships with individuals and corporations that produce strategic financial support for operations and programs across the Frank Lloyd Wright Foundation. The position works closely with Foundation leadership including the Senior Leadership Team as well as the Advancement Department to spearhead identification, cultivation, and recruitment of new donors and partners as well as retention of existing donors. In all activities, the Director of Development implements the Foundation's fund development plans in accordance with ethical fundraising principles and timelines and in support of corporate relationship management.

This role supports the Foundation's mission of raising \$3,000,000 - \$4,000,000 annually for education, preservation, conservation, and advancement of the mission in which we strive to inspire our constituents "to discover and embrace an architecture for better living through meaningful connections to art, nature and each other." This role involves organizing large-scale fundraising initiatives, working with board members, managing our annual fund, oversight of a growing membership program and building relationships with donors, staff and volunteers. The Director of Development works with the Frank Lloyd Wright Foundation CEO and CAO in implementing major giving and planned giving fundraising strategies. The Director of Development will also be called upon for special projects on an as needed basis across the organization and in support of the Frank Lloyd Wright Foundation's mission. There is room for professional growth in management of a team as the Foundation steps confidently onto the fundraising scene in Arizona and Wisconsin, as well as across the United States.

#### **Essential Functions:**

##### Donor Identification and Development

- Researches and identifies prospects with interests and issues that align with the Foundation's mission and work and ensures that gifts and relationships are properly managed.
- Builds robust corporate and major donor portfolios with intent to significantly increase revenue from each segment.
- Major gifts are considered \$10K and above.

##### Donor Experience

- Partners with CAO to establish philanthropic support-driven Circle of Friends program, ensuring appropriate recognition and cultivation in a continuous cycle.
- Leads implementation of donor stewardship activities commensurate with appropriate strategies for cultivation, relationship-building and longer-term philanthropic support of the Foundation.
- Builds on Corporate Partner program, developing proposals for corporate partnership and sponsorship and with CAO. Represents the Foundation at prospect meetings.

- Works collaboratively with Marketing and Communications Department to ensure appropriate promotion at events, in alignment with all Foundation communication forums and appropriate to all donor and member recognition strategies.
- Supports partnership with Public Engagement Department staff to ensure highest level of visitor and donor engagement.

Fundraising Initiatives:

- Actively participates in planning and execution of Annual Campaign, providing additional support for all other fundraising initiatives.
- Takes a lead role in managing all internal activities of Capital Campaign efforts.
- Supports work in the development of legacy gift program, both as an independent effort and as part of any Comprehensive Campaign efforts.

General:

- Fosters an understanding of philanthropy within the organization and, externally, with community stakeholders interested in the Foundation's mission and fundraising goals.

Oversees/manages Advancement team of 5 – 9 employees responsible for Operations, Data Management, Membership and Advancement Coordinator on a day-to-day basis.

- Working with the Prospect and Data Manager, oversees acknowledgement and fulfillment of gifts and pledges; ensures timely and accurate reporting to funding sources.
- Working with Membership team, oversees all aspects of Membership acquisition, retention and stewardship
- Working with Advancement Coordinator, manages all activities related to efficient team administration
- Works with CEO and CAO to assist in Board meetings; supports committee members with scheduling donor meetings, documenting results, and following up on meeting outcomes.
- Responsible for gathering appropriate analytics, performance metrics and providing timely reporting for donors, board members and Advancement Committee reporting via monthly Advancement Dashboard and other standard reporting models.
- Manages marketing contractors for development of website and new marketing assets and on-going support and services.
- Working with the Grants Manager, maintains database of projects funded and provides updates to Leadership team.
- Utilizes CRM/Donation Management Databases and Microsoft Office software products.

**Minimum Qualifications:**

- Bachelor's degree in Business Administration, Communications or a related field from an accredited four-year college or university.
- At least five years of experience in nonprofit foundation/agency relationship development and grant writing.

- A proven track record in producing programs on time, within budget, and that generate steadily increasing philanthropic support for small to mid-sized organizations as well as community excitement.
- Previous experience in both the cultivation of corporate relationships as well as individual donors.
- Outstanding written, interpersonal and verbal communication skills.
- Familiarity with Altru, Omatics and Luminate (part of Blackbaud suite of software).
- Working knowledge of Microsoft Office suite including Word, Excel, PowerPoint, SharePoint, and Outlook.
- Exceptional team leadership and coaching skills.
- Must be able to strategize, set and meet goals, be proactive, and have meticulous attention to detail in the completion of tasks.
- Strong professional drive and entrepreneurial spirit.

**Preferred Qualifications:**

- Direct experience in small to mid-sized institutions with national and international recognition.
- Demonstrated record of strong management of multiple programs/projects and cross departmental work/alignment.
- Advanced certification and continued education in the field of philanthropy.

**Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

· **Physical Demands:** While performing the essential functions of this job, the employee is regularly required to stand; occasionally walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

· **Work environment:** While performing the duties of this job, the employee is exposed to weather and desert environmental conditions prevalent at the time. The noise level in the work environment is usually moderate.

· **OSHA Risk Classification for COVID-19 Exposure: Lower Risk (Caution):** This position has minimal occupational contact with the public and other co-workers and is therefore determined to fall within the Lower Risk category as defined by OSHA. To further minimize risk, employees are required to follow the Foundation's Safe and Healthy Workplace guidelines and related personal and facility infection control policies.

If interested in this position please submit candidate materials including application, cover letter and resume via website at [www.franklloydwright.org/careers](http://www.franklloydwright.org/careers)

**The Frank Lloyd Wright Foundation is an Equal Opportunity Employer.**