



Development Director

As a catalyst for creativity, **AVA Gallery and Art Center** cultivates an openness of space and mind to inspire, nurture, and showcase the artistic spirit. AVA serves its mission by maintaining vibrant artist studios and influential exhibitions and offering dynamic educational programming for artists of all ages and abilities. With an emphasis on building community, AVA also hosts and promotes special events that foster interaction between artists, patrons of the arts, and the public. All our work is done with a priority of sustainability and with the recognition that art enriches our lives. Located in downtown Lebanon, New Hampshire, just off the town's New England green, AVA is a cornerstone to the vibrant cultural institutions in Lebanon and the surrounding Upper Valley area.

Position Summary: AVA's Development Director works collaboratively with AVA's Executive Director, Board of Directors, staff members, and volunteers to develop and implement a comprehensive development strategy aligned with AVA's short- and long-term strategic goals. The Development Director reports to the Executive Director and supervises a full-time Outreach Coordinator and part-time Grant Writer. This is a full-time salaried position, exempt from overtime pay, with a competitive salary and benefits package.

Key Responsibilities:

- In concert with the Executive Director and Board of Directors, develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals and long-term strategic goals.
- The Development Director, together with the Executive Director, are responsible for developing and implementing fundraising strategies and targets.
- Identify, cultivate, and steward all current and prospective donors.
- Identify and cultivate corporate and foundation donors. Secure corporate sponsors for exhibitions and programs.
- Develop grant proposals to secure funding from corporations, private foundations, and government entities.
- Manage the annual fund drive, capital campaign, and other unique campaigns.
- Work with staff members, the Development and Membership Committee, and volunteers to develop strategies and protocols for building support through AVA's special events, membership and volunteer programs, annual fund, and visitor relations.
- Plan and execute special events that engage donors and raise funds for the organization.

- Collaborate with the Executive Director, Communication and Marketing Coordinator, and other relevant staff to develop and execute effective donor communications and marketing materials, including print and digital media.
- Manage a full-time Outreach Coordinator and part-time Grant Writer, providing guidance, training, and support as needed.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Report monthly to the Board of Directors and the Development and Membership Committee.
- Participates in the budget process and stays aware of the current budget as it applies to development, accounting for any variances regularly.

Desired Qualifications:

- B.A. required; M.A. a plus
- Five or more years of development/fundraising experience, including donor relations, grantsmanship and event planning skills are desired.
- Effective leadership and management skills
- Demonstrated ability to work collaboratively
- Strategic thinking and problem-solving skills
- Excellent written and verbal communication skills
- Experience using ALTRU, or similar databases, and proficiency with Microsoft Office applications.
- Experience in creating queries and analytical reports, and/or the ability to learn and lead in these processes.
- Strong administrative, reporting, and record-keeping skills
- Available to work occasional evenings and weekends for events and meetings, and to travel locally and regionally.
- Deep commitment to the organization's mission and values

AVA -- where creativity is celebrated, and community thrives.