

Levitt Shell
JOB ANNOUNCEMENT
Director of Development

Position Overview:

The Levitt Shell is seeking an experienced development professional in support of a successful and growing organization. The Director of Development will be responsible for executing the organization's annual fundraising plan, including securing corporate sponsorships; foundation and government grants; identifying, cultivating and stewarding individual donors and major gifts; and organizing special events. The successful candidate is a proven leader with a history of fundraising success. A strong aptitude for developing and executing strategies, accountability and meeting aggressive goals and deadlines are essential.

Organization Overview:

The Levitt Shell is a historic outdoor performing arts venue in Overton Park in midtown Memphis, Tennessee. We present 50 free, family-friendly concerts each year in a diverse range of musical styles. Our mission is building community through free music and education, finding common ground in a diverse audience.

Responsibilities:

- Work directly with the Executive Director to develop and operate an annual budget
- Develop and maintain relationships with foundations, corporations and individual donors who are donors and partners
- Research, write and submit grant and sponsorship proposals to foundations, corporations and government agencies; prepare and submit final reports
- Identify, cultivate, solicit and steward philanthropic support from individuals, foundations and corporations
- Coordinate individual giving campaigns including fundraising mailings
- Serve as principal contact and manage relationships with donors including correspondence and timely acknowledgement of all gifts
- Responsible for the enhancement of the Levitt Shell by being active and visible among local business leaders, corporations, and with the other professional, civic and private organizations
- Manage fulfillment of donor benefits, including donor listings and crediting in appropriate outlets
- Manage all aspects of annual fundraising events, galas and donor cultivation events, including coordinating event logistics, developing event budgets, and securing event sponsors
- Develop and maintain database of funders, donors, prospects and contacts ensuring accurate records of development activities

- Generate internal giving reports and fundraising reports for the Executive Director and Board of Directors
- Recruit, train and supervise volunteers to support fundraising programs

Qualifications:

- At least five years' experience in progressively responsible fundraising for an organization, preferably in a performing arts or cultural institution
- Demonstrated excellence in organizational, leadership and communication skills
- Ability to generate new funding opportunities while simultaneously stewarding and growing established relationships
- Superior writing skills with demonstrated success in grant and proposal writing
- Experience in developing successful corporate and foundation relationships
- Successful track record in identifying, cultivating and soliciting individual donors and Major Gifts
- A professional and resourceful style with the ability to work independently and as a team player, to take initiative and simultaneously manage multiple tasks and projects
- Demonstrated ability to meet deadlines and work in a fast-paced environment
- Strong presentation, strategic thinking and management skills with exceptional attention to detail
- Highly skilled in public speaking with the ability to communicate the Levitt Shell mission to varied audiences
- A passion for the mission of Levitt Shell and providing free public access to the performing arts
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities

This is a full-time position requiring no less than 40 hours per week. Work is both in an indoor environment and in an outdoor amphitheater. Frequent weekend and evening work is required. Work requires some physical exertion such as walking, standing, lifting, carrying or similar activities. Salary is commensurate with experience.

The Levitt Shell is an Equal Opportunity Employer and actively encourages applicants from a diverse range of backgrounds, including age, race, ethnicity, gender, gender identity, religion, sexual orientation or any other status.

Application:

Please e-mail cover letter, resume and salary requirements to anne@levittshell.org. All documents should be in Word format.