



DEVELOPMENT DIRECTOR

TITLE: Development Director
REPORTS TO: Executive Director
STATUS: Salary/Exempt
SALARY: \$65,000
SCHEDULE: Full Time
START DATE: Fall 2023

***QT/BIPOC applicants are strongly encouraged to apply*

About The Steel Yard: The Steel Yard is an award-winning industrial arts center, a manufacturer of custom fine and functional public art, a craft school, shared studio, and Providence's most unique private outdoor venue. The historic campus is a platform for professional artists, makers and the community to practice and learn the industrial arts. The organization fosters creative and economic opportunities, by providing workspace, tools, training and education, while forging lasting links to a local tradition of craftsmanship.

The Steel Yard is an equal opportunity employer and believes that everyone deserves access to the education, skills, and equipment needed to directly improve their conditions and community regardless of their race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, age or previous experience.

Diversity, Equity, Inclusion and Anti-Racism: At The Steel Yard, we believe everyone deserves access to the education, skills, and equipment needed to directly improve their conditions and community. It is the policy of the Steel Yard that there shall be no discrimination to participation or employment based on race, color, sexual orientation, religion, national origin, gender, age, physical limitations, or military status. You can learn more about [DEI at The Steel Yard here](https://www.thesteelyard.org/dei/). (<https://www.thesteelyard.org/dei/>)

Development Director: Community engagement, donor relationships and collaboration have been the keys to successful fundraising for The Steel Yard. We are seeking an experienced and charismatic individual to create and sustain a comprehensive development strategy, and to continue connecting our supporters to the programs and services that we provide the community. This senior staff position is responsible for securing the individual philanthropy, corporate grants and government support that typically accounts for 40% or more of the Steel Yard's annual budget.

The Development Director will be one of our chief strategists and storytellers, and will be able to speak to the value of each program at the Yard knowledgeably. They will join The Steel Yard at an exciting and pivotal time as the organization embarks on its 21st year of programming, and remains dedicated to connecting community revitalization and the industrial arts. This position will support the expansion of key programs including capital improvements, operational continuity and support/cultivation of the hundreds of donors and supporters!

JOB RESPONSIBILITIES:

- Grant writing, sponsorship and individual fund development
- Cultivate donors, make direct asks for funding and support, and maintain relationships with donors, in-kind supporters, volunteers and partners
- Work with the Executive Director to develop and execute The Steel Yard's annual fundraising plan, including solicitation and management of over \$450,000 in individual and foundation giving
- Work with program directors and staff, act as the primary grant writer; pursuing local, regional and national opportunities, maintaining grant communications and reporting, to raise program and operating grants that account for nearly 25% of our total budget
- Maintain relationships with existing donors and supporters, while also establishing new relationships with donors/funders
- Use and optimize the Salesforce Database for campaign and donor cultivation strategies
- Work with program colleagues to tell compelling stories. The ideal candidate will think creatively and strategically about the history and future of the organization, and communicate these ideas in a straightforward and persuasive manner
- Design, implement and manage a major gift program including:
 - Identifying and cultivating relationships with donors;
 - Soliciting major gifts;
 - Managing and tracking prospects and donors;
 - Acknowledging and recognizing individual donors;
 - Utilizing board and staff contacts, resources and connections; and
 - Developing and managing special events for potential and current major donors.
- Research and develop foundation, corporate and government funding
- Coordinate donor cultivation activities including Annual Appeal mailing, semi-annual Donor e-Newsletter, donor appreciation events and the Annual Report
- Chair and organize a board development committee to help with donor cultivation

GENERAL & ADMINISTRATIVE :

- Promote The Steel Yard mission, vision & values
- Regularly attend staff meetings and maintain an active office presence
- Participate in other organizational meetings and events as needed, occasional nights and/or weekends

NEW ADMINISTRATIVE/MANAGEMENT:

- Research and develop an 'Alumni' engagement program
- Maintain/update donor database, centralizing profiles for each donor and foundation

REQUIREMENTS:

- High degree of comfort and experience in making direct asks
- Familiarity and comfort with Salesforce and/or other digital database platforms
- Comfort with digital and online giving platforms
- Extensive fundraising experience and knowledge of current trends in charitable giving, particularly in the areas of corporate philanthropy, government grants and individual giving
- Excellent written and verbal communication skills
- Independent self-starter capable of developing and building internal and external relationships in support of the mission and initiatives of The Steel Yard
- High level of attention to detail, including ability to maintain organization of donor contacts using the existing donor database (salesforce)

- Bachelor's degree and at least five years related work experience
- Demonstrated passion for visual arts, community revitalization and social justice
- Flexibility to work (occasional) nights and weekends and special events
- Sensitivity to a diverse and inclusive demographic environment and community
- Comfortable with Mac operating system and Microsoft Suite/Google Apps
- Familiarity with Providence and Rhode Island

COMPENSATION:

- \$65,000 annual salary
- Healthcare split
- Personal time and sick leave
- Discounts on Steel Yard courses

TO APPLY:

Interested candidates should submit a single PDF attachment via email to jobs@thesteelyard.org that includes the following:

- Cover letter
- Resume
- Writing sample, preferably fund-raising or grant related
- One reference

The subject line of your email should be: Development Director/your name

***Interviews will be scheduled on a rolling basis starting October 10th
Position open until filled***