



POSITION:	Director of Advancement
REPORTS TO:	President
START DATE:	January 3, 2022
TERMS:	Full Time, Salaried Position

ABOUT US:

The Athenaeum Foundation preserves a treasured historic landmark that welcomes all to nurture a sound mind and a sound body through arts & culture, wellness, and community. Our vision is for all Athenaeum guests to experience a greater connection to their community and themselves.

PURPOSE:

The **Director of Advancement** leads the Foundation’s development efforts by building individual and organizational relationships, managing fundraising campaigns and events, and securing grants and awards to support the Foundation’s mission and vision.

RESPONSIBILITIES:

Key responsibilities for this position include:

- **Development (80%)**
 - Coordinate with the President and Controller to set annual financial goals for the organization
 - Design and implement semi-annual fundraising appeals
 - Design, facilitate, and manage large-scale capital campaigns to support the organization
 - Prepare and submit applications and reports for grants and other awards
 - Solicit and secure corporate sponsorships to support the organization’s programming
 - Manage the organization’s database of individual, corporate, and charitable foundation donors
 - Increase annual giving by cultivating relationships with new and existing donors
 - Design, prepare, and disseminate the Foundation’s annual report
 - Prepare and issue thank you letters and tax paperwork to donors
 - Cultivate prospective tenants for future residencies at the Athenaeum
 - Manage annual giving program for the Foundation’s Board of Directors
- **Communications (20%)**
 - Oversee all public-facing communications on behalf of the Foundation
 - Prepare, design, and publish the Foundation’s monthly newsletter
 - Regularly update the Foundation’s public calendar of events and programs
 - Manage the Foundation’s website
 - Coordinate with outside contractors to design and curate the Foundation’s graphic and social media assets



POSITION: Director of Advancement

QUALIFICATIONS:

The ideal candidate for this position will:

- Possess a Bachelor's degree (advanced degree preferred) in nonprofit management and/or a development-related field
- Possess at least 5 years of experience working in fundraising and/or development
- Have demonstrated success managing/coordinating an organizational capital campaign (preferred)
- Have demonstrated management and team leadership experience
- Be proficient in Microsoft Office and Google Suite products and services
- Be able to work and manage projects both independently and as part of a team
- Be knowledgeable of various development/fundraising software
- Demonstrate excellent written and verbal communication skills
- Possess excellent organization and time management skills
- Have reliable transportation to and from position-related meetings and events
- Have the ability to work a flexible schedule (including some nights and weekends) as the calendar of events and programs requires

TO APPLY:

Send your resume, cover letter, and salary history to:

careers@athenaeumindy.org