



## ***Assistant Director of Development***

### About the FPAC

The Foundation for the Performing Arts (FPAC) is a 501 (c) 3 organization that provides a facility for showcasing performing arts in San Luis Obispo. The FPAC's mission is to provide and promote an extraordinary and accessible center that elevates the arts in our community. In collaboration with our partners, California Polytechnic State University and the City of San Luis Obispo, the Foundation ensures that the Performing Arts Center San Luis Obispo remains affordable and accessible for all who utilize the venue as patrons and as performers.

### Summary Position Description

The Assistant Director of Development (ADOD) will cultivate and manage a portfolio of prospects for FPAC programs including Business Partners (BPP), Center Circle, School Matinee, Harold J. Miossi Charitable Trust Fund, and the Clifton Swanson Performing Arts Center (PAC) Community Access Fund. This position works closely with the FPAC Executive Director (ED) and the Development Team.

### *Primary Responsibilities*

#### Business Partner Program (BPP)

Steward a portfolio of active and prospective new corporate partnership, ranging from \$2,500 to \$30K, in collaboration with the BPP Board Committee with an eye toward growth, through phone, email, in-person visits/events and off-site events.

Identify opportunities within the FPAC's existing slate of events for BPP participation.

#### Center Circle Program

Oversee renewal of members, initiate lapsed donor communication, recognition, benefit fulfillment and research potential new members. Assist the ED with identification of major gifts and planned giving prospects and provide support to the Major Gifts and Legacy Committee of the FPAC Board.

#### Annual Campaigns

In collaboration with the ED, conceive and design two annual campaigns including segmenting the target donor groups with different asks, content, and acknowledgement for thoughtful and strategic donor engagement. Work with the Development Team to generate the lists from DonorPerfect.

### Grants & Fundraising

Manage the Clifton Swanson PAC Community Access Fund grant applicant program annually, coordinate meetings with the Swanson Fund Committee of the FPAC Board and create the annual event.

Oversee the tracking and stewardship of Harold J. Miossi Charitable Trust Fund. Ensure that appropriate fulfillment is met.

Provide stewardship of the School Matinee Program, analyze data for grants and communicate outcomes with donors.

Collaborate with the Development Team on all new and existing grant applications, renewals, and reports, including meeting with foundation officers. Maintain portfolio of grant prospects, draft grants, and prepare grants reports if required.

### Events

Organize staffing requirements for Founder level events in collaboration with the Development Team. Staffing event duties are shared by all staff.

### Marketing & Communications

Support the Development Team with marketing and public relations. Draft press releases and other donor stories for marketing purposes.

### *Qualifications*

Applicants should have a Bachelor's degree and 3-5 years of fundraising experience, preferably within an arts or cultural organization that blends major institutional fundraising with an organization's individual giving base. Candidates should possess excellent verbal and written communication skills, attention to detail, ability to handle multiple simultaneous tasks, enthusiasm for working with donors and the ability to handle confidential information. Candidates should be proficient with Microsoft Office Suite and can learn the FPAC database. Some evening and weekend work required.

FPAC Office Location – 755 Santa Rosa St., Suite 310, San Luis Obispo, CA 93406

Reporting Function – This position reports to the Executive Director and is subject to the policies of the FPAC Personnel Handbook and the Bylaws of FPAC. Duties of this position may change and vary with the tasks at hand.

Compensation – This is a full-time exempt position and compensation is commensurate with experience.

Comprehensive benefits include medical, dental, vision, life insurance, paid time off, paid sick time and an annual IRA contribution.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 20 (twenty) pounds and occasionally lift and/or move up to 40 (forty) pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EEO/AAP POLICY**

FPAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religions, sex, and national origin, age, disability, or genetics. In addition to federal law requirements, FPAC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training. FPAC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of FPAC's employees to perform their job duties may result in discipline up to and including discharge.