

Arkansas Humanities Council
1400 West Markham Street, Suite 400
Little Rock, AR 72201
www.arkansashumanitiescouncil.org

For Immediate Release

Job Announcement

Position Title: Associate Director of Development

Date Posted: July 28, 2021

Posting Expires: August 27, 2021, Midnight (CDT)

Reports To: Executive Director

Status: Part-time (permanent), 25 hours/week

Start Date: September 15, 2021 (negotiable)

Summary

The Arkansas Humanities Council seeks a dynamic Associate Director of Development to oversee donor relations and undertake individual fundraising. Reporting to the Executive Director, the Associate Director of Development will develop the Council's fundraising, including communicating with current and prospective donors, and building the Council's fundraising capacity. Duties include fundraising efforts, especially major gifts and the annual fund; building strong and successful relationships; maintaining communications with donors and board members; developing the Council's stewardship and donor engagement; and collaborating with staff to connect the development program to the Council's mission, vision, and dedication to connecting with communities.

Candidate Profile:

The successful candidate will have a passion for the humanities and be able to communicate the Arkansas Humanities Council's mission, vision, activities and impact. Preferably, the candidate will have a minimum of five years of fundraising experience and a Bachelor's degree in business, philanthropy, or related field.

Responsibilities include:

- Direct relationship building and gift solicitation
- Develop and direct the Arkansas Humanities Council's overall development strategy
- Ability to work closely with the Executive Director and Finance and Development Committee of the Board
- Development and oversight of annual fundraising program with an emphasis on major gifts
- Knowledge of Council's initiatives and grantee community for substantive and meaningful stewardship of donors
- Solicitation of sponsorships for events

- Solicitation of grants to further the Council's initiatives and strategic plan
- Collaboration with staff to develop marketing material and Case for Support
- Collaboration with staff on fundraising and community engagement events
- Collaboration with staff on management of information and data
- Provide biannual reports to Executive Director and Finance and Development Committee of the Board
- Provide development reports to Board of Directors' spring and fall meetings

Preferred Qualifications

- Bachelor's degree in business, philanthropy, or related field
- Minimum five years of fundraising experience
- Experience with Bloomerang or comparable donor management system
- Excellent written, interpersonal, and verbal communication skills
- Initiative, self-motivation, and follow through
- Ability to prioritize tasks and goals in a timely manner

Salary and Compensation Package:

The Arkansas Humanities Council offers a competitive salary of \$45,000 per year, 25-hours per week for this position with employee benefits to include a simplified employment pension retirement plan, paid medical and dental insurance, generous monthly leave, paid holidays, and opportunities for professional development.

How to Apply:

Qualified candidates should submit via email a cover letter, current resume, and two professional references (include email address and phone number for each reference) as PDF attachments and indicate "Associate Director of Development" in subject header to:

Katie Dailey, Chief Financial Officer
Arkansas Humanities Council
kdailey@arkansashumanitiescouncil.org
No phone calls, please.

Application Deadline: Midnight (CDT), Friday, August 27, 2021

The Arkansas Humanities Council is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.

