



Director of Development Business & Corporate Relations

Orange County School of the Arts (OCSA) is an award-winning public charter arts school located in Santa Ana, CA, celebrated for its unparalleled, rigorous academic program and pre-professional arts training. Over the past three-and-a-half decades, the school has molded generations of creative thinkers, artists, scholars, innovators, and entrepreneurs. OCSA is a donation-dependent organization, supported by individual, foundation and corporate contributions to the nonprofit OCSA Foundation.

DEFINITION:

Under the direction of the Vice President of Development, the Director of Development, Business and Corporate Relations will identify, cultivate, and solicit corporate sponsorships, both financial and in-kind, providing additional support for OCSA's 17 arts conservatories.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and execute a strategic fundraising plan to identify and target business and corporate funders to generate programmatic, operating, and sponsorship support.
- Participate in the annual budget process to project contributed income and related expenses, and monitor/report on fundraising pipeline and results.
- Lead all aspects of identification, cultivation, solicitation, and stewardship for a portfolio of business and corporate funders and prospects, with capacities to invest a minimum of \$10,000.
- Prepare letters of inquiry, grant and sponsorship proposals, and grant reports for businesses and corporations.
- Develop meaningful and compelling engagement opportunities for corporate partners, connecting them to OCSA's mission and impact.
- Serve as lead relationship director for corporate portfolio, and support Executive Leadership with relationship management as needed.
- Collaborate with Development and Marketing colleagues to develop appropriate recognition and to highlight institutional partnerships.
- Ensure compliance with all sponsorship restrictions and reporting requirements, and to gather information necessary for reports.
- Participates with other Foundation team members and volunteers in soliciting donations of high-quality auction items and services, as well as table/underwriting sponsors for annual Gala and other Foundation special events.



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QUALIFICATIONS:

- A belief in and commitment to the mission of Orange County School of the Arts.
- Mastery of corporate and institutional fundraising.
- Exceptional writing, communication, and organizational skills; requires strong professional editing skills.
- Demonstrated experience soliciting and closing philanthropic gifts of \$25,000 and more.
- Ability to work effectively and develop cooperative relationships with a diverse range of people, including Board and other volunteers, staff members, parents, business leaders and community donors.
- Demonstrated skill in meeting deadlines and in managing projects with multiple priorities.
- Ability to work well in a team as well as independently with minimal supervision.

EDUCATION / EXPERIENCE / CREDENTIALS:

Bachelor's degree and at least five years nonprofit fundraising experience as a paid development professional. Knowledge of the local and regional philanthropic community. Demonstrated track record of fundraising success including major gift solicitation of individuals and businesses. Prefer past experience working in an educational or cultural arts organization fundraising environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate standard office equipment
- Hearing and speaking to exchange information
- Ability to lift or move up to 25 pounds
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose written or typed materials
- Standing and sitting for extended periods of time

WORKING CONDITIONS:

Office environment; available to work evenings and weekends. Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

SALARY / BENEFITS:

Work Year: 225 days

Salary: Starting at \$89,608.36 – up to \$111,908.56 based upon a ten-step salary schedule

Benefits: Health, vision, and dental plans; and state retirement plan

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.