

Director of Resource Development, Accent Pontiac, Pontiac, MI
Job Description, June 2018

Job Type: Full Time

Salary: Commensurate with experience; competitive benefits package

Reports to: Executive Director

Start Date: September 1, 2018

Published: June 25, 2018

Application Process: Submit resume and cover letter to Tina Rowan, trowan@accentpontiac.org

Application Deadline: until filled

Address: 1340 W. Long Lake Rd.; Bloomfield Hills, MI 48302; United States

Organization Description: Accent Pontiac is an El Sistema-inspired during and after-school music program that uses music as a vehicle for social change. The pilot program launched in January 2017, serving a cohort of 85 students in bucket band during the school day and a cohort of 30 students in brass class after school. Throughout the current school year, 2017-18, the program served 190 regular program participants, 425 workshop participants; and 750 students served in music exposure. The program will expand to a second site in September 2018. As a stand-alone 501(c)3 designated nonprofit organization, AP is currently supported financially by capital campaign funds raised at Kirk in the Hills Presbyterian Church. As the remainder of this seed funding is fully deployed during the 2019 calendar year, Accent Pontiac must immediately establish its own donor development and fund-raising capabilities, resulting in the creation of the leadership position described herein. Learn more at www.accentpontiac.org.

Program Description: The mission of Accent Pontiac is to strengthen Pontiac's youth and community through equitable access to intensive and consistent music making. The vision is to see all children in Pontiac achieving their full potential through equal access to quality music learning. Programming takes place during and after school, within the Pontiac School District, and consists of three types: bucket band, brass instruction, and community time. In addition to regular programming, Accent Pontiac hosts two week-long workshops each year as well as field trips, guest artist workshops, and a summer program to reach additional students.

Position Description: The Director of Resource Development works closely with the Executive Director and the Board of Directors in all development and fund-raising endeavors, providing overall strategic direction and leadership for all functions. The Director oversees and manages all fundraising activities, including major donor development (foundations, corporation/businesses, philanthropic enterprises), individual donor development (Friends of Accent Pontiac), grant

submissions and administration, and planning/hosting events (gala, donor appreciation activities) to support the revenue goals of the organization. Accent Pontiac seeks to hire a dynamic, energetic, and experienced professional to lead the fund-raising efforts of Accent Pontiac through this crucial phase as a stand-alone non-profit organization.

Primary Responsibilities:

- Develop and manage the annual fundraising plan for Accent Pontiac, which includes but is not limited to appeals, capital fundraising, major and planned individual giving, special events, corporate and foundation giving, and securing continued Kirk support from its Outreach & Mission ministry.
- Collaborate with Executive Director to create a three-to-five-year strategic fundraising framework: revenue to support programming goals, future incremental sources of revenue, with staffing and budget necessary to achieve the goals.
- Oversee development and management of annual fundraising goals, development plans, and budgets, as approved by Accent Pontiac Board.
- Oversee comprehensive management of donor information, gift processing and recording, and acknowledgements. Develop and enforce policies to ensure proper recording of giving across the organization.
- Develop and monitor fundraising proposals, case statements, presentations, and reports.
- Manage major gift solicitation process with assistance of Board Fundraising Committee and Development Committee.
- Provide appropriate staff support and participation to relevant boards and committees, delivering regular and timely progress reports to Accent Pontiac Development Committee and Board of Directors.
- Create and manage comprehensive marketing plan to increase internal and external communications to enhance community awareness of Accent Pontiac.
- Maintain and coordinate activities for all development programs and philanthropic markets including corporate, foundation and individual campaigns and requests, including management of fundraising volunteers and staff.
- Research and complete written requirements for grants applications and submission; complete all grant administration requirements.
- Other duties as assigned or as needed.

Qualifications:

- Personal mission and style consistent with the philosophy of Accent Pontiac; committed to the concept of using music education as a vehicle for social change.
- Undergraduate degree; MBA or graduate degree preferred. CFRE certification desirable.
- 3-5 years or more experience in development, fundraising, marketing and communications, particularly in a large, complex not-for-profit environment.

- Strong relationship building skills – able to gain the confidence of colleagues, donors, staff and community members.
- Skilled at team-building; demonstrated ability to motivate and manage staff and volunteers.
- Expert knowledge in key core areas: fundraising, development and best practices in development staff infrastructure and tools.
- Goal driven and “self-starter” attitude, with the desire to build external relations, initiate donor visits, and follow-through on tasks and goals.
- Exceptional problem solving and communication skills.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.