



## Development Director

Position Description, Jan. 2019

### **MISSION:**

*CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.*

*CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. We host over 300 public events each year, ranging from dance, theater and music performances to gallery openings and film screenings. For more information about CounterPulse, please visit [www.counterpulse.org](http://www.counterpulse.org).*

### **ABOUT YOU:**

*You're enthusiastic about the arts and have a vision for the change you want to see in the world. As a detail-oriented, taskmaster you can't help but build timelines and checklists. With ease you balance multiple project threads and timelines. You're a strong writer with a persuasive and succinct style. Building and maintaining relationships with all walks of people comes naturally. You're a warm host and a good salesperson too.*

*As the CounterPulse **Development Director** (DD) you leverage the story of CounterPulse to the funding community. You advance the development and fundraising goals that support the mission of the organization. You're the mastermind behind CounterPulse's grants strategies, special event, capital campaign, and development strategies. By ensuring that CounterPulse succeeds you help make the world a more hospitable place for arts and culture.*

*The Development Director reports to the Artistic & Executive Director (AED), and is supported by the Executive & Development Associate (EDA).*

**Position open until filled.**

## **MAJOR RESPONSIBILITIES:**

### *INSTITUTIONAL GIVING*

- Create and manage annual Grant Calendar and lead development team
- Lead the budget development, writing, editing and submission for all grant proposals and reports to government agencies, foundations, and corporations
- Work with staff on the development and fundraising strategies for new programs
- Research new funding opportunities and maintain funding prospects list

### *DEVELOPMENT STRATEGY*

- Create annual fundraising plan; manage plan throughout the year; collaborate with and report to Board of Directors
- Strategize program models to generate new earned income streams and/or align with requirements of secured funding
- Research and cultivate external relationships and client stewardship for strategic initiatives
- Collaborator on marketing and outreach plans to build awareness and profile of CounterPulse in the field
- Stay current on fundraising trends, tools, opportunities, and best practices

### *CAPITAL CAMPAIGN*

- In conjunction with the AED design and oversee the third and final phase of the capital campaign to raise the remaining \$3 million of our \$7 million goal
- Oversee the prospecting, relationship cultivation, and solicitation of current and potential grant-giving organizations, corporations, and individuals.
- Collaborate on public relations and campaign communication strategies
- Oversee campaign logistics (raised-to-date, donor crediting, stakeholder communications and reporting)

### *SPECIAL EVENTS*

- Design fundraising, cultivation, and donor acknowledgement events, including CounterPulse's annual gala. Research, test and implement innovative event strategies and design.
- Envision and implement solicitation methodologies (in and out of event), cultivation/solicitation timelines, budget projections, invitation lists and strategies, and manage other staff/board members and/or host committee participation.

### *GENERAL*

- Represent CounterPulse and its innovative practices to the larger community at select meetings, conferences, and events
- Support staff as needed with special projects
- Participate in shared office duties
- Attend staff meetings and other events as necessary

## **QUALIFICATIONS:**

- Passion for the arts and social justice
- Three years of experience grant writing with a strong track record of successful proposals preferred
- Extraordinary organizational ability; dedication to precision and attention to detail
- Excellent communication skills with staff, artists, and a diverse public
- Knowledge of major Bay Area funders a plus
- Desire and ability to work collaboratively, maintaining a sense of humor and openness to unexpected situations
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details
- Proficiency with Microsoft Office, Google Suite, Salesforce, Excel

## **WORKING AT COUNTERPULSE:**

Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will participate in selecting artists and envisioning our programming. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- Full-time salary exempt position, \$50,000-\$55,000 DOE annual salary with opportunities for rapid advancement
- A typical work week includes office hours Monday-Friday 10-6pm with Tuesdays work from home, evening events as scheduled
- 50% Health and Dental Benefits; pre-tax Commuter Check; Free admission to events at CounterPulse and other Bay Area theaters; 5 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking and professional development opportunities

## **TO APPLY:**

- i. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- ii. Attach your resume.
- iii. Email these items to [openings@counterpulse.org](mailto:openings@counterpulse.org) subject line: "ATTN: Julie Phelps, Artistic & Executive Director" *Incomplete applications will not be accepted.*

## **EQUAL OPPORTUNITY EMPLOYER**

CounterPulse fosters a creative and professional environment that reflects the diversity of the Bay Area. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.