

Director of Major & Annual Gifts



About CAP

The Cathedral Arts Project is a nationally recognized nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for school aged children in Northeast Florida. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork, and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville, CAP offers a culture of creativity and teamwork right in the heart of downtown Jacksonville.

The arts have the power to inspire, unite and create change. At CAP, we embrace collaboration and strive to grow and diversify our partnerships to provide equitable access to arts education that impacts children for the rest of their lives.

We respect and value all identities and differences. We encourage authentic self-expression and are committed to fostering and maintaining an inclusive, supportive and safe environment for all. We proactively pursue, engage and seek to understand diverse perspectives, because when everyone is empowered, creativity and innovation thrive. We are stronger together.

Overview

The Director of Major & Annual Gifts is responsible for identifying, cultivating, soliciting and stewarding a portfolio of donors with the goal of retention and upgrade of gifts to CAP. The Director's primary focus is on major gifts at \$10,000+, managing a portfolio of assigned donors at \$1,000+, creating annual giving appeals and working collaboratively with the Marketing & Communications, Finance and Program teams.

Essential Responsibilities

Major Gifts and Campaign

- Qualify, build and sustain a balanced portfolio of donors in each of the four categories – identification, cultivation, solicitation and stewardship – in order to meet annual and campaign goals.

- Create individual strategies using a moves management system for each portfolio donor.
- Work with the VP of Development to outline annual and incremental fundraising goals and align activity to meet or exceed these goals.
- Complete contact reports for all significant donor interactions.
- Participate in strategy meetings with CEO, VP of Development, board members and Campaign Cabinet leadership.
- Work with grant writer to research, identify and solicit potential corporate and foundation grants.

Annual Giving

- Manage donor society appeals, membership, stewardship and renewals.
- Lead efforts to renew and acquire donors via direct mail, collaborating with the Marketing & Communication team.
- Manage annual donor communication calendar and fiscal year-end appeals.

Events

- Work with board members to renew and solicit sponsors for two annual fundraising events.
- Attend all fundraising events and donor receptions.

Minimum Requirements

- At least three years of fundraising and development experience
- Pass official Level 2 background screening as outlined by Florida state law

Qualifications

- Ability to maintain positive ‘can do’ attitude
- Ability to be proactive and flexible, problem-solve and show initiative with all projects related to this position
- Strong verbal, listening and written communication skills
- Fundamental knowledge of fundraising processes
- Strategic thinker
- Proven ability to work effectively both independently and in a team-based environment
- Strong organizational and time management skills
- Demonstrated commitment to and passion for CAP’s mission
- Goal oriented
- Demonstrated commitment to ethics and integrity, especially as it relates to confidential donor information

Compensation & Benefits

- Position is a full-time salaried exempt role
- Medical (PPO or HMO) dental and vision insurance available after 30 days, with CAP covering 75% of the costs of individual medical insurance
- Opportunity to participate in organization's 403(b) retirement savings plan
- Generous paid time off, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule
- Paid parking in a central downtown location
- Tenured benefit opportunities including professional development, personal wellness credits, student loan and tuition savings assistance, and paid parental leave

To Apply

Submit a cover letter and résumé in confidence to hr@capkids.org.

The above job description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.