



CATHEDRAL ARTS PROJECT

Vice President of Development

About CAP

The Cathedral Arts Project is the leading nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for elementary and middle school students in Duval County. 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, we offer a culture of creativity and collaboration right in the heart of downtown.

Reporting Structure

Position reports to the President & CEO.

Overview

The Vice President of Development will serve on the executive team as the lead development administrator, devoting 70 percent of time to major gifts fundraising and 30 percent of time to strategic direction for CAP's philanthropic efforts. The position will support development activities for the President & CEO, the Board of Directors, the Advisory Council and other stakeholders. In addition, they will manage a portfolio of donors and prospects, supervise a staff of three, help plan and implement a future campaign and oversee an annual giving program, giving society and the fundraising component of *Spring for the Arts* and other events.

Essential Responsibilities

- Provide leadership for the identification, cultivation, solicitation and stewardship of all donors.
- Maintain and grow a portfolio of major gift prospects (\$25,000+).
- Work with and support the President & CEO with key donors, prospects and stakeholders.
- Establish and lead an annual fundraising plan based on strategic growth priorities for CAP.
- Support the Board of Directors and Advisory Council with overall strategic leadership around philanthropy and work with individual board members in relationship management with current and prospective donors.

Qualifications & Capabilities

- Pursues excellence and maintains a creative spark.
- Commitment to CAP's vision, goals and values.

- Ability to manage people, processes, deadlines and budgets.
- Excellent verbal and written communication and presentation skills, including the ability to represent CAP in public forums.
- Strong interpersonal skills.
- Proficiency with donor databases (eTapestry preferred) and Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint.

Experience & Education

- Bachelor's degree required.
- At least five years of experience raising major gifts and some supervisory and/or management experience preferred.

Compensation & Benefits

- Position is full-time salaried.
- Performance compensation above and beyond base salary will be based on criteria agreed to with the President & CEO and based on the items listed above, as well as the overall performance of the organization's fundraising efforts. This variable compensation will be constructed in accordance with guidelines outlined by the Association of Fundraising Professionals.
- Medical (PPO or HMO), dental and vision insurance available, with CAP covering 75% of the costs of individual medical insurance premiums.
- Generous paid time off of 45 days, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule.
- Gym membership available with CAP covering 50% of the monthly membership fee.

To Apply

Submit a cover letter and résumé in confidence to khyatt@capkids.org. The Cathedral Arts Project is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. For more information about the Cathedral Arts Project, visit capkids.org.