



**Archie Bray Foundation for the Ceramic Arts**

## **Development Director**

The Archie Bray Foundation (The Bray) seeks a full-time development director to head ongoing fundraising and donor development needs. Reporting to the Executive Director, this professional must have an established background in coordinating nonprofit donor cultivation and solicitation strategies, restricted and unrestricted donation cultivation, as well as staff/volunteer leadership.

### **Organization**

The Bray is an internationally recognized arts organization located in Helena, Montana. Founded in 1951, The Bray is a public, nonprofit organization dedicated to the Ceramic Arts. Programming includes artist residencies, public exhibitions, ceramic supplies, and educational workshops and community classes that serve a broad range of constituents. Set on the grounds of a former brick and tile factory, the 26-acre campus includes year-round and seasonal artist studios, education center, sales gallery, rotating exhibition spaces, kiln facilities, administrative offices and a retail ceramic supply operation.

### **Summary of Responsibilities**

This position will provide leadership, planning, organization, and implementation of a comprehensive organizational fundraising program, and will provide leadership for an existing team of professionals working in development, communications, and events. In addition to The Bray's existing staff and volunteers, they will work closely with internationally recognized ceramic artists, collectors, and a vibrant donor community.

The ideal candidate will have the professional skills, administrative strengths, and personal qualities to thrive in a creative environment. They must have experience managing a mid-to high-net worth donor portfolio, a strong knowledge of gift planning vehicles and a demonstrated success in identifying, cultivating, and securing both outright and deferred gifts, and demonstrated success in closing major gifts. Lastly, they must be motivated to further the mission of the Bray, one of the finest ceramic arts organizations in the world located in Helena, Montana.

A bachelor's degree and a minimum of 5 years of development experience is required, preferably in the arts and nonprofit fields. They should also be familiar with CRM nonprofit software (Salesforce), donor databases, and other fundraising technology to use in their daily job duties.

The salary range is \$81,000 to \$95,000. Applications will be reviewed beginning June 17<sup>th</sup>. This position will remain open until filled.

### **Job Responsibilities**

- Work closely with Executive Director, Finance Director, Board of Directors, Development staff, and Development Committee to create an annual fundraising budget and overall development plan that includes cultivation, solicitation, and stewardship strategies.
- Direct the annual fund program, which includes major gifts, membership, business sponsorships and the annual fund drive.
- Grow the membership and Friends of the Bray (FOB) donor program including identification, cultivation, and solicitation of new prospects.
- Work with Development, Communications, and Events staff to manage donor solicitation and engagement, annual auctions, mailings and annual fundraising drives.
- Meet regularly with prospective donors and volunteers in the community to establish effective communications with them.
- Be willing to make public appearances/accept speaking engagements to share information about The Bray with the community.
- Occasional travel to meet with and solicit major donors.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct capital and endowment campaigns and other major fundraising drives.
- Provide support for special events including the annual auction and anniversary events,
- Support Board Development Committee Chair and provide necessary resources to members.
- Oversee fundraising database and tracking systems.
- Perform other related duties as requested.

### **Qualifications**

- A bachelor's degree.
- 5 years minimum experience in professional development or related experience.
- Experience in developing an annual fundraising plan including project and organizational budgets.
- Have knowledge and experience in fundraising techniques and strategies, including major gift solicitations.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.

- Creative, self-starter and goal driven to initiate donor visits and fundraising calls.
- Time management and flexibility with job duties.
- Experience with fundraising software and tools.
- Organized and inspiring team leader.
- Exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Strong writing, editing, and speaking skills.
- Passion for the arts

### **Compensation and Benefits**

- Salaried Full-time, \$81,000 to \$95,000 depending upon experience
- Health, vision, and dental insurance; premiums paid at 100% by The Bray
- Generous Paid Time Off program and other benefits according to Archie Bray Foundation policies

### **Hours**

- 40 hours/week; occasional travel, weekend days or evenings required. This is a permanent, full-time, exempt position located in Helena, Montana.

### **To Apply**

Interested candidates should apply using the Bray employment portal at:

[Bray SlideRoom Application Portal](#)

Questions related to this position should be sent to [employment@archiebray.org](mailto:employment@archiebray.org)

No phone calls, please.