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Kentucky College of Art + Design Job Description

**Job Title:** Director of Advancement and Fundraising

**Job Location:** 505 W Ormsby Ave, Louisville, Ky 40203 Mansion Headquarters

**Reports to:** President

**Classification:** Exempt

**Position Description**

Reporting to the College President, the Director of Advancement and Fundraising is responsible for strategic development and execution of annual and long-range plans to engage, identify, cultivate, solicit, and steward philanthropic institutional support for the Kentucky College of Art + Design (KyCAD). The Director is responsible for establishing and implementing a plan and timeline with clear goals and metrics for reaching determined goals identified as prioritization of fundraising opportunities that will further the College’s fundraising potential. The Director will collaborate with the Board of Trustee’s serving as the primary liaison with the Board Advancement Committee. This role will also work with other college staff, administrators, and faculty to strengthen community-wide relationships.

**Responsibilities**

* Develop vision, structure, and plan for pipeline growth and development to meet fundraising priorities of KyCAD
* Lead and execute an annual work plan and budget that includes goals, objectives, strategies, anticipated travel, and metrics for fundraising and performance management goals. Conduct quarterly assessment of progress toward meeting short- and long-term goals
* In consultation with the President and Board of Trustees Advancement Committee, develop and execute a comprehensive program to guide specific fundraising initiatives; consistently assessing and providing effective feedback
* Assist College President with the successful completion of fundraising campaigns and act as staff representative on Board Advancement committee.
* Organize and manage the maintenance of KyCAD’s Donation CRM in SalsaLabs to ensure that constituent data and gifts are up to date and accurate. Create and maintain monthly reports and reconciliation of gifts with the finance office, provide back-up for audit as necessary. Process annual summary tax letters. Manage production of annual report and other KyCAD publications including working with contract designer, printer, and gathering content in-house.
* Qualify, cultivate, solicit, negotiate and steward a portfolio of major, principal, and planned gift prospects.
* Partners with President, Board of Trustees or event committee on fundraising events auction, or other income generating activities. Plan event program, logistics, insurance, and F&B. Recruit students and faculty as necessary. Create and manage event budget. Manage ticketing/RSVPs, staff and volunteers. Responsible for record keeping and collection of funds.
* Oversee grant applications and reporting. Research opportunities for grant funding. Collaborate with other departments to develop funding proposals. Remain current and apply for local, regional and federal grant opportunities.
* Maintain grant calendar, remain attentive to reporting and application deadlines. Manage relationship with contract grant writer.
* Oversee all steps of donation processing, including data entry and producing gift acknowledgement letters.
* Organize and manage the maintenance of KyCAD’s Donation CRM in SalsaLabs to ensure that constituent data and gifts are up to date and accurate. Create and maintain monthly reports and reconciliation of gifts with the finance office, provide back-up for audit as necessary. Process annual summary tax letters. Manage production of annual report and other KyCAD publications including working with contract designer, printer, and gathering content in-house.
* Stay current regarding best practices in the Advancement and Fundraising profession and elevate new emerging ideas for potential implementation.
* Embrace and enhance the college’s culture to help ensure continued engagement, motivation, and drive.
* All other duties as assigned.

**Minimum Qualifications**

* Bachelor’s degree (preferably in public relations, business, marketing, or related field)
* 7 years of demonstrated experience in successful and progressively responsibility in fundraising management experience in higher education including team management and individual mentoring experience. A combination of experience and education could be considered.
* Major, comprehensive, or capital campaign management experience.
* Knowledge of academic operations, governance, and culture.
* Ability to write persuasively, strong verbal communication skills, organizational savvy and agility
* Ability to work independently and as a part of a collaborative team.
* Must be a creative and effective leader with expertise in strategic planning, program implementation, personnel management, and accountability.
* Must be able to work in a fast-paced office environment.
* Ability to travel domestically.
* Ability to engage and positively impact individuals and groups.
* Ability to use independent judgment and perform tasks on own initiative, many of which have no prior precedent.
* Skill in developing and implementing new strategies and procedures.
* Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
* Adhere to college, federal and state administrative procedures, guidelines, initiatives, and directives to ensure compliance with all relevant regulations affecting college operations.
* Perform additional duties as assigned.

**Preferred Qualification**

* Experience with fundraising in Louisville, Kentucky and across region
* Strong relationships with major foundations or donors is a plus
* MBA in non-profit management

**Work Conditions**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing and moving institutional goals, priorities and needs.

If you have a disability and would like to request an accommodation in order to apply for a position with the Kentucky College of Art + Design or you have additional questions regarding this position, please contact Human Capital Management at [hcm@kycad.org](mailto:hcm@kycad.org).

Any candidate offered a position will be required to pass pre-employment screenings as mandated by KyCAD Human Resources. These screenings may include a national background check. If applicable, the candidate may also be required to complete Family Educational Rights and Privacy Act (FERPA) online training.

**NOTE:** All faculty, staff and students are required to provide vaccination status or complete bi-weekly COVID-19 testing (this requirement is subject to change).

**About KyCAD:** Founded in 2009, The Kentucky College of Art + Design is proud of its success. Core values and principles have helped to shape the institution and our work toward a mission to provide a transformational experience for our students.

As a new independent and licensed college offering a BFA in studio art, we are the only four-year independent college of Art and Design in the Commonwealth of Kentucky. Please visit our website at <https://www.kycad.org/> for more information about the College's history, mission, vision, and interdisciplinary approach to teaching and learning for art and design.

The Kentucky College of Art + Design is committed to a diverse and inclusive workforce by ensuring all our students, faculty, and staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work, learn and live.

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