

## **Kentuck Art Center & Festival**

### **Job Title: Major Gifts Officer**

**Status:** This position may be part-time (32 hours/week) or full-time (40 hours/week), in person at Kentuck Art Center in Northport, Alabama. Salary range: \$18 hourly (if part time) or \$37,440 (full time).

**Benefits:** Flexible scheduling for employees of all statuses.

- Part-Time benefits include:
  - Gallery Shop discount of 20% on all purchases
  - Simple IRA Employer contribution for qualifying employees
  - Regular opportunities for professional development; Fast-paced convivial work environment
  - Dynamic creative community and direct access to working artists
  - Free Patron-level VIP Package for each Kentuck Festival
  - The opportunity to work in a constantly growing, nationally-recognized organization with a 55-year history of producing exceptional arts experiences and access.
- Full-Time benefits include:
  - All part-time benefits in addition to
  - 100% health and dental benefits for individual coverage
  - Ample paid holidays, sick/personal time, and vacation

### **Job Description:**

Kentuck's mission is to perpetuate the arts, engage the community, and empower the artist. The Major Gifts Officer is a crucial part of the Development Department, responsible for funding Kentuck's mission through corporate sponsorships, grants, individual patrons, fundraising events, and long-term, strategic fundraising campaigns.

### **Job Duties:**

- Call on partners from the business community to sponsor the Kentuck Festival, as well as Kentuck's year-round programming
- Research, write, and create final reports for grants
- Manage the Kentuck Festival VIP program, VIP Tent, and VIP Party
- Engage regularly with major donors through phone calls, emails, traditional mail, and in-person events
- Keep major donor lists up to date and accurate records of pledges, giving history, and gift acknowledgements by communicating regularly with Kentuck's membership coordinator
- Mail letters to corporate partners concerning donations for tax purposes
- With the Membership Coordinator, aid in Kentuck's end-of-year giving campaigns

The Major Gifts Officer answers to the Executive Director and the Deputy Director and works in tandem with them on funding pursuits. The Major Gifts Officer will also work closely with the Director of Marketing, Membership Coordinator, and Events Manager. This person must be well organized, have excellent writing, editing, public speaking, technology and interpersonal communication skills, and the ability to work in an energetic environment.

The Major Gifts Officer must follow all Kentuck policies, guidelines, and procedures. The Major Gifts Officer must maintain a professional appearance and conduct, as public engagement is at the core of this job.

The Major Gifts Officer's schedule is typically Monday-Friday, 9 am – 5 pm or 8 am – 4 pm. If the chosen applicant selects a part-time position, hours will be Tuesday – Friday, either from 9 am – 5 pm or 8 am – 4 pm. Attendance at Kentuck events, as well as community/social events to engage with donors and potential donors as needed will be part of this job. Weekly schedule will be adjusted to reflect hours worked outside of normal office hours.

**Qualifications:**

- Bachelor's Degree in Business Administration, Communications, Marketing, Nonprofit Management, or similar degree from an accredited institution.
- General knowledge of donors and potential donors, corporate giving, and grantmaking agencies locally, statewide, and nationally.
- Previous fundraising and/or grant writing experience, preferably in arts and culture
- Minimum of 2 years of database management or equivalent experience.
- Expertise in creating, maintaining, and reporting informational systems
- Highly organized and detail-oriented
- Friendly, professional, and outgoing attitude
- Ability to effectively manage volunteers from diverse backgrounds
- Strong oral and written communication skills
- Ability to work in a fast-paced environment with changing priorities
- Proficiency in Microsoft Office Suite
- Familiarity with Adobe Creative Suite
- A passion for the arts and/or the cultural development of our community
- A passion for Kentuck's mission and future growth

**Desired Knowledge, Skills, Experience**

- Experience with arts and culture nonprofits and/or public/private partnerships
- Experience working in customer management systems
- Worked or volunteered with a nonprofit
- Proficient in computer technology skills related to record keeping
- Attendance of Kentuck's Festival of the Arts or other Kentuck events and workshops
- Ability to discern priorities in a fast paced, mercurial environment

**Financial Responsibilities**

Must accurately record pledge, donation, and acknowledgement data. This position is responsible

for handling large sums of money, donor data, and private information; therefore, candidates must always demonstrate integrity, transparency, and trustworthiness.

### **Major Gifts Officer Responsibilities**

#### *Development/Administrative Management:*

- Assists executive director in developing and growing the aforementioned income streams for Kentuck Art Center and Festival.
- Stewards gifts by correctly and efficiently entering data, creating personalized letters of acknowledgement for Executive Director's signature.

#### *Festival:*

- Duties involve year-round planning, engagement of donors, meetings with potential and current sponsors, meeting and coordinating with the Festival Steering Committee, and processing patrons and sponsors payments
- Availability all festival week and weekend is a requirement.
- The Major Gifts Officer is responsible for Kentuck Festival's VIP program, which includes solicitations, VIP hospitality tent, VIP Party, Kentuck Bucks, and any other needs which may arise.

#### *Board Relations:*

- Acts as staff member to Development or Fundraising Committee of the Board of Directors.
- Major Gifts Officer is responsible for coordinating efforts in whatever capacity necessary to facilitate all fundraising campaigns, whether regular, seasonal, or capital.
- A written monthly review of progress reports is due one week before each board meeting to the Executive Director.

#### *Daily activities of Kentuck:*

This position is also required to perform all other duties as assigned.

### **Physical Requirements**

#### *The physical requirements of this job include:*

- The ability to exert moderate, constant physical effort such as sitting, walking, standing, bending, stooping, crawling and kneeling for less than 25% of the time; repetitive motion for more than 75% of the time; lifting of objects and materials weighing less than 50 pounds for less than 25% of the time; lifting of objects and materials weighing less than 5 pounds for more than 75% of the time; and pushing and/or pulling of objects and materials weighing less than 120 pounds for less than 25% of the time.
- The ability to perceive and discriminate visual cues or signals 100% of the time.
- The ability to communicate verbally 100% of the time.
- Exposure to environmental conditions such as heat, cold, dirt, dust and bright/dim lighting for less than 25% of the time.

### **Benefits and Office Culture**

#### Part-time

- Gallery Shop discount of 20% on all purchases
- Simple IRA Employer contribution for qualifying employees
- Regular opportunities for professional development
- Fast-paced convivial work environment
- Dynamic creative community and direct access to working artists
- Free Patron-level VIP Package
- Local universities and arts organizations offer numerous activities
- Close relationship with the State Council on the Arts
- Opportunities to work in an organization experiencing exponential growth

#### Full-time:

- All part-time employee benefits, plus
- 100% health and dental benefits for individual coverage
- Paid holidays, sick/personal time, and vacation