



To be a leader in promoting artistic offerings to our increasingly diverse community with an emphasis on fostering a cooperative spirit to positively impact the local economy and community.

Job Title: Director of Campaign Development

The Performing Arts Center Authority is seeking a Director of Campaign Development who will manage all aspects of the capital campaign, including strategic planning, prospect research, campaign reporting and scheduling, campaign communications and the execution of cultivation, solicitation and stewardship activities.

Essential duties and responsibilities:

- Will confer with boards, staff, leaders, and volunteers to identify and classify prospects and ensure the implementation of timely fund-raising.
- Will create campaign reports and collateral materials, manage donor recognition, stewardship policies and procedures for the campaign and report campaign progress to various audiences.
- Will oversee the creation of campaign-related publications including case statements, newsletters, donor recognition materials, communications etc.
- Will manage the campaign prospect pipeline and ensure timely activity and progress toward campaign goals and benchmarks.
- Will work with the Grants Manager to stimulate the cultivation and solicitation of foundation and other institutional prospects.
- Will maintain an individual portfolio of campaign donors and prospects.
- Will work with development staff to create and manage campaign prospect portfolios and to develop cultivation and solicitation strategies.

Required knowledge, skills, and abilities:

- Excellent project management skills.
- Able to speak and write persuasively about the Broward Center's mission, programs, values and needs as it relates to the Capital Campaign.
- Able to work weekends and nights.
- Flexibility and ability to work as a team player with a wide range of constituents and colleagues.
- Proficiency with Microsoft Office and databases; experience with fund-raising databases preferred.
- Skilled in Windows based programs, including Word, Excel, Outlook, and PowerPoint.
- Able to communicate effectively, both verbal and written, in English.
- Possessing integrity, high energy and optimism.

Required education and experience:

- Bachelor's degree and five (5) or more years of professional experience in development experience with capital campaigns preferred

If you are an individual with outstanding leadership and management skills, who is eager to become part of a progressive, performance oriented team, please submit a cover letter, resume, list of references (3 minimum), and salary history to: dcdsearch@browardcenter.org. (Resumes should be Word documents attached to e-mails only). Preference will be given to local applicants. **No Phone Calls Please!** PACA encourages minority participation and is an Equal Opportunity Employer. Resumes received until position is filled. Failure to follow job ad submission instructions may result in elimination of further consideration.

