Position Description:

Reporting to the President and Chief Executive Officer, the Vice President for Institutional Advancement and Chief Development Officer (VPIA) serves as a key leadership team member and is an active participant in strategic planning for the Art Academy of Cincinnati. In partnership with the President, this position is responsible for all fundraising and development activities of the institution. The VPIA helps to forge new relationships to build the Art Academy's visibility, impact, and financial resources. The VPIA designs and implements the comprehensive Development Plan for establishing and maintaining key external alliances by cultivating individual and philanthropic support.

The Vice President for institutional Advancement will have the primary responsibility to create and sustain the infrastructure needed to grow the institution’s $6.5MM budget through: solicitation of major gifts; federal, state, and local grants; special events; and individual, corporate, and foundation support, including the annual appeal.

The Vice President for Institutional Advancement will expand and diversify the Art Academy’s donor base/pipeline and work closely with other team members to secure funding for new initiatives. The VPIA will work closely with the Board of Trustees, and in particular the Board Development Committee, and support board members in their active fundraising role.

As outlined in the current Strategic Plan, it is expected that the amount raised by the Art Academy of Cincinnati will increase in future years as the VPIA systematically and effectively strengthens the organization’s overall fundraising capacity.

Responsibilities:

- Actively work with the President and senior staff to develop and implement a comprehensive Development Plan to include individual, corporate, and foundation gifts and contributions; federal, state, and local government grants; annual fund and other direct mail appeals; planned giving; etc.
- Support and partner with the President, the Board Development Committee, and individual Trustees on all major fundraising initiatives
- Solicit major gifts
- Actively identify and cultivate prospects for planned gifts
- Research, identify, evaluate, and engage major donors, maintain ongoing relationships, and encourage long-term support of the Art Academy’s mission
- Oversee capital campaigns for buildings, expansions, endowment, or other programs
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Adhere to the highest ethical standards
- Maintain the integrity of the institution’s identity
- Manage and oversee development and execution of all grant proposals and grant reporting
- Oversee preparation and production of all promotional mailings, printed pieces, and web and social media communications, as related to institutional advancement
- Develop and manage departmental budget for the Office of Development, and supervise the Director of Community Education and the Director of External Relations
• Oversee the management of databases and all records, files, and donor processing
• Identify, develop, and mentor the development team, ensuring staff and systems operate smoothly and within budget
• Serve as liaison between the institution and outside funding agencies and groups
• Supervise the development office staff, the Director of Community Education, and the Director of External Relations
• Other duties and responsibilities may be assigned by the President

Skills and Qualifications:

• A bachelor’s degree
• Excellent relationship skills
• Excellent verbal and written communication skills
• Professional fundraising experience in a nonprofit or higher education setting within the Greater Cincinnati region
• Interest in and ability to make major gift solicitation calls
• Passion for the Art Academy of Cincinnati’s mission
• Desire to get out of the office and build external relationships.
• Tangible experience of having expanded and cultivated existing donor relationships over time
• Demonstrated ability to develop and lead a team to achieve fundraising objectives
• Ability to work in a deadline driven environment
• Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
• Ability to work cooperatively and collaboratively with Art Academy staff, board, and volunteers in the spirit of teamwork and mutual respect
• Ability to construct, articulate, and implement an annual Development Plan in concert with the institutional Strategic Plan
• Strong organizational and time management skills
• Skilled in the organization and interpretation of information and data
• Ability to lead and facilitate team efforts while managing details and deadlines
• Ability to work on a flexible schedule
• Ability to participate as an active and visible member of the Art Academy community at events, exhibition openings, presentations, and in media, etc, and ability to inspire members of the community to participate in the mission of the institution
• Values workplace diversity
• Passion to help artists and designers achieve their dreams

Applications should include a Letter of Interest, a current Resume or Curriculum Vitae, and Contact Information for at least three professional references. Completed applications should be sent via email to mailto:VPIA@artacademy.edu