

Director of Development and Donor Relations – Mosaic Youth Theatre of Detroit

Mosaic Youth Theatre of Detroit, an award-winning youth development organization, seeks full-time Director of Development and Donor Relations to provide the leadership, strategic direction, management, coordination and implementation of all Mosaic's development efforts. The Director of Development and Donor Relations is responsible for leading all Mosaic fundraising activities including both institutional and individual giving and special events. In addition, he/she will manage the planning and execution of all earned revenue strategies, including sales & marketing. Mosaic seeks a process-oriented, strategic-minded team builder, capable of developing and maintaining active and productive relationships with staff, board members, donors and other community stakeholders. The Director of Development and Donor Relations serves as a member of Mosaic's senior management team, and will serve as a visible spokesperson and advocate for Mosaic's mission and programs in the funding community.

Mosaic's mission is to empower young people to maximize their potential through professional performing arts training and the creation of first-rate theatrical and musical art. Learn more about our programs and the Mosaic Model for Youth Development through the Arts at www.mosaicdetroit.org.

Responsibilities

- Design, implementation and management of all Mosaic fundraising activities including annual giving, capital campaign, special events, and corporate, foundation, and government grants.
- Planning, coordination, stewardship and execution of individual donor relationships. This includes identification, prospect research, cultivation, solicitation, retention and recognition activities
- Take proactive and creative leadership role in the identification, cultivation, and solicitation of individual, corporate, government and foundation contributions, working with the CEO, COO, Senior Staff, Board Members and other key stakeholders as appropriate
- Manage development and implementation of all public relations and advertising campaigns designed to promote Mosaic's mission and programming to both internal and external audiences. This includes managing the design and production of all sales & marketing publications, including press releases, annual reports, website, and other collaterals promoting Mosaic mission and programs
- Work with the Development Committee of the Board of Directors in the identification and execution of strategies and initiatives goaled with achieving fundraising goals

Requirements:

- Minimum of four (4) years of experience in a similar role, preferably within a nonprofit organization;
- Proven track record of results in non-profit fundraising.
- Knowledge and experience in public relations and marketing.
- Excellent project management skills combined with outstanding interpersonal and communication skills
- Hard working, creative and versatile individual with excellent management and administration and organizational skills;
- Experience leading, managing and participating on teams with shared responsibility for outcomes and decision-making
- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint; experience with e-tapestry or similar fundraising software a plus.
- Bachelor's degree or equivalent experience required.

Salary and Benefits:

We offer a competitive nonprofit salary, commensurate with qualifications and experience, vacation, plus medical and dental benefits. Mosaic is an equal opportunity employer.

To Apply:

Email cover letter, salary requirements, resume and contact information for three (3) references to hr@mosaicdetroit.org. **No phone calls.**