

Lotus Education and Arts Foundation

Open Position: DEVELOPMENT DIRECTOR (FT)



The Lotus Development Director reports to the Executive Director and is responsible for creating, implementing, and administering a successful annual development program to support the Lotus Education and Arts Foundation. Areas of leadership responsibility include development strategy, annual and special campaigns, program sponsorships, benefit events and other event support, grants, Board fundraising efforts, and general stakeholder cultivation/solicitation. The Lotus Development Director works closely with the Lotus staff and Board and also assists with supervision of graduate assistants and student interns.

This is a full-time, salaried position with benefits. The Development Director is based in the Lotus office at 105 S. Rogers St. in Bloomington.

Duties of the Lotus Development Director include:

Planning and Strategy

- In consultation with the Executive Director, identify annual financial targets and development calendar for Lotus development activities, including annual campaigns, special campaigns, and Endowment. Develop a clear outline and timetable for Board engagement in those activities.
- Set direction for the Board Development Committee and advise that committee's Chair, to maximize Board engagement and effectiveness re: Lotus fundraising goals. Directly liaise with and facilitate Board fundraising efforts as needed.
- Always seek new opportunities to advance the organization. Conduct ongoing research on prospective donors, sponsors, and grant opportunities. Maintain clear records of research, action items, conversations, and deadlines and report regularly to Executive Director.
- Work cooperatively with Lotus staff on event/program planning to coordinate development activities with programming and ensure that Lotus development materials accurately reflect support opportunities and benefits available through Lotus events.

Solicitation, Cultivation, and Communication

- Coordinate and support all Lotus solicitation efforts, and undertake direct solicitation of donors and sponsors on behalf of Lotus. Solicitation strategies include growth of annual fund and Encore Circle, event sponsorships, capital and endowment campaign initiatives, and Legacy society/planned giving.
- Meet regularly with key donors, sponsors, and funders to enhance engagement and relationships. Participate in stakeholder/partner meetings alongside Board or staff members as appropriate.

- Work closely with Board members and Development Committee to identify new donor and sponsor prospects, coordinate cultivation and stewardship, provide support and assistance for Board fundraising efforts, and track and motivate progress towards fundraising goals.
- Maintain donor database (Little Green Light) and accurate information on all Lotus donors, sponsors, and in-kind contributors. Ensure timely and appropriate acknowledgment of all contributions and coordinate ongoing and creative stewardship efforts. Communicate with donors in a clear, courteous, timely, and professional manner.
- Identify and write targeted, successful grant applications on behalf of Lotus and Lotus programs, to meet budgeted grant-revenue goals. Manage grant administration. Work with other staff members to collect details for grant narratives and budgets, ensure timely submission of application materials, and ensure compliance with grantor recognition requirements and reporting.
- Work closely with Lotus Marketing Director to co-create promotional materials and communication assets required for development activities. Ensure that those soliciting contributions on behalf of Lotus have the right materials and information to support their efforts.

Event Management and Support

- Take a leadership role in Lotus fundraising or stewardship events, including Edible Lotus, the festival Patron Reception, and donor/prospect receptions. Work closely with the Special Events Committee, student interns, and Lotus staff to ensure successful event planning, logistics, marketing, execution, and follow-up.
- Committee Leadership: Chair the Festival Merchandise Committee to coordinate souvenir sales as a fundraising activity in support of festival logistics and revenue goals. Chair or co-chair the Accessibility Committee to continuously improve the accessibility of our events, identify accessibility efforts that may be eligible for funding support, and ensure compliance with accessibility requirements of local, state, and federal grants.
- Carefully track and coordinate sponsor and donor event benefits, including recognitions and complimentary tickets commensurate with level of support. Work closely with Marketing Director to ensure accurate compliance with all promised sponsor, donor, and grantor acknowledgments in print, web, press, and signage materials. Provide Emcee remarks for events that accurately reflect sponsor, donor, and grantor support and required acknowledgments.
- Other general event support as needed and requested, including “all hands on deck” tasks and assignments that may not be connected to development activities.

Reporting, Evaluation, and General Administration

- Ensure timely and accurate reporting on sponsored Lotus events and programs, providing written summaries to all funders, grantors, sponsors, and Board members.
- Fulfill all reporting requirements of granting organizations in a timely and accurate manner.

- Report regularly to Executive Director and Board, and undertake regular assessment of fundraising activities and special events, including participation in strategic planning.
- Other duties as assigned, including assistance with general Lotus administration and facilities.

The successful candidate will have:

- Bachelor's degree or higher (masters preferred) plus at least 3-5 years of professional experience in a related field. Understanding of the non-profit sector is a must.
- Record of demonstrated success developing funding support for programs / projects / facilities, including grant-writing, sponsorships, and donor relationships.
- Strong interpersonal, verbal/written communication, and negotiation skills. A good Lotus ambassador is outgoing, positive, and professional.
- Proven ability to successfully plan and manage complex events, adhere to a budget and timeline, and maintain strong organizational skills for executing event logistics, both independently and as part of a team.
- Proven ability to initiate, build, and maintain positive and productive business relationships. Strong local and regional networks (personal and commercial) are a plus.
- High proficiency with donor database systems (Lotus uses the Little Green Light platform). Other desired software proficiencies include Microsoft Office and Google Docs.
- Administrative proficiencies that include: working autonomously and as part of a small team; highly organized attention to detail and deadlines; managing complex, simultaneous projects and data sets accurately and efficiently; budgeting skills; and general office administration.
- Innovative thinking and creative problem-solving skills to identify and develop new opportunities for Lotus.
- Belief in the Lotus mission and a love of world cultures, music, and the arts.

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To apply for this position, please email the following application materials to HR@lotusfest.org:

- **Cover Letter (no longer than one page)**
- **Résumé**
- **Up to three selected work samples from a prior development position, accompanied by a brief note about each sample's relevance to your Lotus application**
- **List of three professional references with contact information**

Please submit all files in PDF format with your last name included in the file name. Applications will be reviewed on a rolling basis until the position is filled.