

Job Description:

Title: Advancement Director
Reports To: Director of Business Advancement
Status: Exempt, Full Time

To Apply:

Send cover letter & resume to Lindsay Shettlesworth, HR Director, info@KeshetArts.org
Applications will be accepted until position is filled.

Position Overview:

The Advancement Director will advance Keshet's mission and support Keshet's programming by leading Keshet's Individual and Corporate fundraising programs, as well as supporting Foundation and Government fundraising, developing new resources, cultivating supportive financial and programmatic relationships, and ensuring effective use of fundraising data.

Responsibilities include:

- Lead the creation and implementation of fundraising plans, strategies, and systems to increase fundraising goals in support of growing programming, working closely with the Director of Business Advancement, Director of Programming, and Artistic Director
- Develop fundraising data management systems to track progress toward goals outlined in fundraising plans, actively using Keshet's fundraising database, Altru
- Develop and track proposals and reports for all government, foundation and corporate fundraising, in collaboration with Keshet's grant writer and leadership team
- Create and maintain relationships and communications with donors, potential donors, community partners, and funders
- Identify prospective individual, corporate, foundation, and government donors and develop strategies to cultivate those relationships
- Secure financial support from individuals, foundations, corporations, and government funders
- Implement donor stewardship opportunities, including acknowledgement letters, cards, and other innovative donor stewardship methods
- Develop and maintain donor data management and correspondence
- Collaborate with staff on the management and planning of fundraising and cultivation events

Required Qualifications:

- Bachelor's Degree in Business Administration, Communications or related field and/or 5+ years of fundraising experience

- Excellent interpersonal and group communication skills
- Experience working collaboratively and developing relationships
- Strong written and verbal communication skills
- Excellent organizational abilities
- Ability to manage multiple schedules and activities simultaneously
- Ability to thrive and maintain goals and deadlines in a dynamic, fluid, team environment
- Working knowledge of information systems, database management, computers, and word processing

Preferred Qualifications:

- Background or experience working in the fields of dance, the arts, and/or social justice
- Knowledge of the Albuquerque fundraising community or experience connecting with new communities

This position will be in-person, based in Albuquerque, NM