



Development & Communications Director

About Forklift Danceworks

For over 20 years, Forklift Danceworks has created inclusive, one-of-a-kind performance projects that share stories, build understanding, and strengthen civic dialogue. With a mission to activate communities through a collaborative creative process, Forklift has reached over 50,000 people with free performances that typically feature the people whose work sustains our everyday lives. Additionally, Forklift Danceworks partners with different communities across the world to train local artists and government staff on the unique Forklift collaborative creative process. **Forklift Danceworks is a 501c3 non-profit arts organization based in Austin, Texas.**

The Role of Development & Communications Director (DCD)

Job Purpose: Reporting to the Artistic Director and in collaboration with the Board of Directors, the Development & Communications Director will plan and lead all aspects of fundraising and the development team to develop and implement successful revenue strategies.

The Opportunity: As a critical member of the Forklift leadership team, the Development & Communications Director will develop, implement and communicate a strategic, comprehensive plan to support core artistic programs, fundraising initiatives, donor cultivation, stewardship, and events. The ideal candidate is an experienced, entrepreneurial leader who is passionate about the arts and uses best practices to build on, expand and diversify the current Forklift donor base ranging from major gifts and government grants to philanthropic support from individuals, corporations and foundations. The DCD will have primary responsibility for establishing the infrastructure to streamline and enhance development and external communications with oversight over the development and communications team.

Responsibilities and Duties

Leadership

- Provide the visionary leadership and management to assure that organization is well-respected, self-sufficient, and financially secure
- Represent the organization and its mission to funders, supporters, community leaders, and the community at large
- Manage and mentor development staff, including establishing and communicating fundraising goals, providing leadership on major gift cultivation and solicitation strategies
- Participate and advise in short and long-term organizational and budget planning
- Serve as the primary development staff liaison to the Board of Directors, including reports and other fundraising correspondence, and assist in Board recruitment

Fundraising

- Design and implement a sustainable, annual development plan, focused on increasing revenue to support the organization's strategic growth goals
- Ensure all levels of donors are appropriately cultivated, solicited and stewarded in a donor-centered manner
- Hire, train, develop, lead, manage and mentor the development staff and interns
- Monitor and report regularly on the progress of the development program

- As lead staff for Development Team:
 - Develop strategies to acquire, upgrade and renew donors annually
 - Develop and implement membership program, including member related events
 - Implement a moves management plan for annual and major gift prospects
 - Lead the planning and execution of fundraising and awareness-building events, including budgets, volunteer management, strategy and follow-up
 - Partner with staff, development committee and board members to identify, cultivate and solicit potential donors
 - Oversee/support any board development committees and staff
 - Serve as lead staff for Board Development Committee, support Committee Chair with building agendas and facilitating meetings
 - Ensure completion of gift receipts and donor thank you letters with implementation by Development Assistant
 - Supervise CRM (Bloomerang) updates, reports, and processing as needed, with support from Development Manager
 - Coordinate and advise Institutional Giving Manager in foundation research, grant writing activities and reporting
- Oversee and meet regularly with Development team, including Development Manager, Development Assistant, and Institutional Giving Manager

External Communications

- Supervise strategy, coordination and execution of overall communications plan to ensure alignment with overall mission and specific development goals
- Supervise content for newsletters, social media, and websites
- Supervise content for volunteer recruitment
- Oversee communications staff and interns

Qualifications

- 4+ years of demonstrated ability to cultivate and successfully solicit philanthropic gifts
- Transparent, high integrity leadership with an entrepreneurial mindset
- Excellent communication (oral and written) and public speaking skills
- Working knowledge of donor database procedures and best practices for successful use in a well-rounded fundraising program
- An analytical mind with “out-of-the-box” thinking to solve problems
- Ability to work cooperatively as well as lead, motivate and mentor a team of staff and/or volunteers for success including partnering with diverse groups of people and organizations at all levels
- Experience working with highly effective, multi-disciplinary teams and meeting deadlines
- Ability to think both strategically and operationally
- Ability to manage multiple, changing priorities in a fast-paced environment

Compensation:

- Salary Range: \$75,000 - \$90,000
- Full time, with flexible schedule

To Apply:

To apply, please submit a letter of interest, resume with a minimum of three professional references, and if desired, letter(s) of support to info@forkliftdanceworks.org. Please do not contact any member of the staff or Board directly.