

ASSOCIATE DEVELOPMENT DIRECTOR

OVERVIEW

This is a new position in the Fisher Center development department. The Fisher Center's Associate Development Director will refine and expand the Fisher Center's individual giving program with creative and clear oversight of the development team's day to day responsibilities and progress toward long-term objectives.

In coordination with team members from audience services, marketing, special events, and other development staff across the Bard campus, this person will work to drive acquisition, engagement, and retention of donors with the goal of increasing contributed revenue from individual supporters within the Fisher Center's overall fundraising portfolio.

Reporting to and working closely with the Director of Institutional Advancement and Strategy, the Associate Development Director will build the Fisher Center's annual and membership giving programs to complement major gift and capital campaigns, set and track yearly projections, and support strategic priorities for individual giving in support of the Fisher Center's mission, vision, goals, and objectives. They will build on recent accomplishments in development structure and database analysis to help lead a department that is relationship driven and data responsive, and they will oversee the processes and delivery of high-touch stewardship, so that the organization can respond quickly, effectively, creatively, and contextually to long-term financial requirements and short-term operating needs.

The Associate Development Director will directly supervise the Senior Manager of Individual Giving, Development Communications Manager, and Development Operations Manager, and will maintain and interact regularly with a portfolio of donors and prospects.

This is a full-time, exempt position eligible for Bard College's group benefits package, compensated at an annual salary range of **\$75,000 – \$80,000**, depending on experience. Relocation support will be provided, if applicable. This position will require working some nights and weekends to act as a representative of the Fisher Center within its broad community.

More details about benefits can be found on Bard's Benefits Resource page and Employee Handbook.

Resources Page: <https://www.bard.edu/humanresources/benefits/>

Employee Handbook: <https://bit.ly/bc-handbook>

RESPONSIBILITIES

- **Work collaboratively to build on existing approaches to prospecting, cultivation, and patron engagement with the goal of expanding the Fisher Center's donor pool in alignment with the organization's stated values**
- **Effectively manage a team of development professionals by establishing realistic and clear work plans with performance objectives**
- **Strategically refine and expand alignments and processes of the fundraising team with the audience services, marketing, and IT teams around messaging, customer service, and data management, inclusive of:**
 - **appeal design and execution**
 - **gift processing and acknowledgements**
 - **prospect research**

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- **reporting and analytics**
- **Manage a portfolio of donors and prospects, and personally engage in solicitation and stewardship activities**

Company-Wide Responsibilities:

- The Fisher Center is currently undergoing an organization-wide process of change toward becoming an anti-racist, multicultural institution. All on staff are expected to:
 - Commit to anti-racism and inclusivity at the Fisher Center. This includes participating in any trainings when scheduled, supporting departmental, company-wide, and cross-departmental collaboration in issues of diversity, equity, and inclusion, and furthering your own independent journey with anti-racism
 - Contribute in meaningful ways to the organizational culture

QUALIFICATIONS

- **Substantial fundraising experience, preferably with a performing arts institution, that includes annual, special event, and/or membership driven fundraising; demonstrated results in structuring tiered giving programs and/or establishing stewardship and donor recognition programs that sustain long-term relationships is a plus.**
- **Exceptional communications and managerial skills, both in writing and orally, to facilitate direct fundraising and project management within the fundraising team.**
- **Ability to analyze and formulate disparate information into a sound, well-organized plan.**
- **Broad-based knowledge of various development activities including: web, social media, direct mail, membership, event planning and management, direct solicitations and proposal development, leveraging fundraising databases and support systems for donor segmentation and research**
- **An understanding of fundraising systems and how data can be used to manage the fundraising process, enhance donor cultivation, and drive fundraising priorities.**
- **Enjoyment of a rigorous schedule of evening and weekend performances and events.**

While some duties may be performed remotely, this position will require on-site and physical presence at the Fisher Center.

LOCATION

Bard's beautiful 1,000-acre campus is situated on the east bank of the Hudson River, in Annandale-on-Hudson, New York. Community life is defined by numerous cultural and recreational opportunities in the surrounding historic Hudson River Valley and by proximity to New York City. Nearby towns and villages include Rhinebeck, Tivoli, and Red Hook, New York.

TO APPLY

Complete the application form here: <https://formfaca.de/sm/s6AmzheZy>

Applications for this position will be reviewed on a rolling basis until the position is filled.

For any questions or issues with the application form, please contact fcjobs@bard.edu.

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Bard College is an equal opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Bard is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

ABOUT THE FISHER CENTER

The Fisher Center develops, produces, and presents performing arts across disciplines through new productions and context-rich programs that challenge and inspire. As a premier professional performing arts center and a hub for research and education, the Fisher Center supports artists, students, and audiences in the development and examination of artistic ideas, offering perspectives from the past and present, as well as visions of the future. The Fisher Center demonstrates Bard's commitment to the performing arts as a cultural and educational necessity. Home is the Fisher Center for the Performing Arts, designed by Frank Gehry and located on the campus of Bard College in New York's Hudson Valley. The Fisher Center offers outstanding programs to many communities, including the students and faculty of Bard College, and audiences in the Hudson Valley, New York City, across the country, and around the world. Building on a 162-year history as a competitive and innovative undergraduate institution, Bard is committed to enriching culture, public life, and democratic discourse by training tomorrow's thought leaders.

Learn more about the Fisher Center, its programs, and values at fishercenter.bard.edu/about.

ABOUT BARD COLLEGE

Founded in 1860, Bard College is a four-year residential college of the liberal arts and sciences located 90 miles north of New York City. With the addition of the Montgomery Place estate, Bard's campus consists of nearly 1000 park-like acres in the Hudson River Valley. It offers bachelor of arts, bachelor of science, and bachelor of music degrees, with majors in nearly 40 academic programs; graduate degrees in 11 programs; nine early colleges; and numerous dual-degree programs nationally and internationally. Building on its 162-year history as a competitive and innovative undergraduate institution, Bard College has expanded its mission as a private institution acting in the public interest across the country and around the world to meet broader student needs and increase access to liberal education. The undergraduate program at our main campus in upstate New York has a reputation for scholarly excellence, a focus on the arts, and civic engagement. Bard is committed to enriching culture, public life, and democratic discourse by training tomorrow's thought leaders. For more information about Bard College, visit bard.edu.