

# Director of Regional Fundraising and Development

## International Arts and Artists (IA&A)

### About IA&A:

**International Arts and Artists (IA&A)** is a dynamic non-profit organization dedicated to promoting cross-cultural understanding and artistic exchange through international exhibitions, programs, and partnerships. With a focus on visual arts, IA&A collaborates with artists, museums, and cultural institutions worldwide to foster global connections and celebrate diverse artistic expressions.

### Role Overview:

The **Director** will play a crucial role in supporting IA&A's fundraising and development efforts. This position offers an exciting opportunity for a rising leader in philanthropy to build the organization's philanthropic structure while directly working with existing and new donors and grantmakers. As a direct report to the CEO, the Director will advise and support the CEO and program directors in ensuring practices and implementation are well executed. While initially structured as a one person operation, IA&A intends to allow the director to hire a deputy upon successful onboarding and delivering a strategic operating plan for the fundraising operation.

### Responsibilities:

- 1. Grant Writing and Research:**
  - o Partner with Division Heads and Executive Team in identifying potential grant opportunities from foundations, corporations, and government agencies.
  - o Draft compelling grant proposals, ensuring alignment with IA&A's programs, initiatives and mission.
  - o Collaborate with program managers to gather relevant information for grant applications.
- 2. Donor Cultivation and Stewardship:**
  - o Using interns and volunteers, maintain donor databases, tracking contributions, interactions, and engagement levels.
  - o Develop and organize donor appreciation events, including receptions, gallery tours, and special exhibitions.
  - o Along with the finance team, prepare personalized acknowledgment letters to major donors and ensure timely follow-up with donors.
  - o Oversee the CEO's fundraising activities, including meetings, correspondence, and appeals.
- 3. Annual Fund Campaigns:**

- o In partnership with external consultants, support the planning and execution of annual fundraising campaigns.
  - o In coordination with program teams, develop schedule and strategy for direct mail appeals, online giving, and peer-to-peer fundraising efforts.
  - o Monitor progress toward fundraising goals and provide regular updates to the development team.
4. **Prospect Research:**
- o Identify and evaluate potential major donors, sponsors, and partners.
  - o Conduct research on individual and institutional prospects to inform cultivation strategies.
5. **Collaboration and Communication:**
- o Work closely with the CEO, COO, and other internal stakeholders to develop a culture of philanthropy.
  - o Prepare materials and reports for board meetings, presentations, and donor communications.
6. **Administrative Tasks:**
- o Working with volunteers and interns, maintain accurate records of donations, pledges, and grant submissions.
  - o Maintain fundraising CRM.
  - o Assist with gift processing, acknowledgment letters, and donor recognition.

## Qualifications:

- Bachelor's degree in a related field (e.g., Nonprofit Management, International Affairs, Business, etc).
- 4+ years of previous non-profit development and fundraising experience
- Ability to work at least 3-days per week in-person at IA&A's Washington, DC headquarters
- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational abilities.
- Proficiency in Microsoft Office Suite and donor management software.
- Passion for the arts and a commitment to IA&A's mission.

## Compensation:

- \$75,000 + annual bonuses based on performance.
- Generous benefits package including Medical/Dental, 403b, transit (WMATA SmartBenefits), and flex-leave policies.

## How to Apply:

Interested candidates should submit a **cover letter**, **resume**, and **writing sample** (such as a grant proposal excerpt) in a single PDF to [careers@iaandartists.org](mailto:careers@iaandartists.org). Please include "Director of Regional Fundraising and Development" in the subject line.

IA&A is an equal opportunity employer that values diversity in its workforce. IA&A does not discriminate on the basis of race/ethnicity/color/religion/sex/gender/sexual orientation/age/disability/veteran status/national origin or any other protected status. IA&A is committed to creating an inclusive environment for all employees.