



## Director of Development and Communications

Artist Boat is a 501(c)(3) organization whose mission is to promote awareness and preservation of coastal margins and the marine environment through the disciplines of the sciences and the arts. Our brand promise is that we protect our Gulf Coast through land conservation, fun, educational, inspiring adventures that spark creativity, awareness and action such as exploring nature and creating eco-art. Artist Boat is achieving its full vision to conserve 1,400 acres from bay to beach on west Galveston Island and to establish the first nationally significant Gulf Coast environmental education center.

Artist Boat seeks an enthusiastic and experienced Director of Development and Communications (DDC) to join our team at a pivotal moment of organizational growth. The DDC is responsible for joining the Executive Director and Board in continuing to set the vision and strategy to advance the fundraising and communications efforts of support our annual \$1.25 million dollar budget that serves over 18,000 participants annually, our ambitious Be One In A Million public campaign for land to raise \$10 million dollars from one million donors, and the final efforts to save another 500 acres and achieve the vision of the education center. All totaled the full vision is an estimated \$38 million dollar capital project. This position will have a focus on expanding the base of major gifts, foundation philanthropic support, and corporate donors.

## Job Summary

Reporting to the Executive Director, and serving as a member of the Executive Leadership team, the DDC has primary responsibility to secure funding from private philanthropic sources and to grow community engagement and awareness of all of Artist Boat's programs and services. The position requires a high-performing development and communications leader capable of managing multiple priorities in an organization that makes mission-driven decisions and values collaboration across all levels.

## Responsibilities

The primary duties and responsibilities include, but are not limited to, the following:

### **Organizational Leadership and General Administration (15%):**

- Plan, organize, and implement a comprehensive strategic development and communications plan to realize and exceed the organization's fundraising goals through major gifts, annual giving, corporate contributions, foundation support, government grants, and special events.
- Partner with Artist Boat's Partner's, staff, and Board members to fully understand our programs and conservation initiatives and to foster collaborative relationships to best position these for fundraising activities and support.
- Ensure that the department maintains standard operating procedures and there are written SOP's to grow the department and volunteer engagement.
- Report regularly to the Board on progress toward annual fundraising goals; serve as staff liaison to the Board Fundraising Committee.
- Stay abreast of trends and best practices in corporate social responsibility, major gifts, database management, corporate and foundation relations and other related topics to help strategically position efforts, communications, and activities.
- Create the annual department budget and assume responsibility for its administration; play a key role in the development and stewardship of organizational and program budgets.



- Establish an office of Institutional Advancement and Community Outreach that oversees marketing, development, special events, and communication in the next 6 months and recruit members (employees, volunteers, and committee members)
- Develop the unrestricted revenue to hire three direct reports to assist with development and marketing and outreach over the next 12 to 18 months.
- Supervise, mentor and manage three direct reports (Marketing and Outreach Coordinator, Development Associate and Development Assistant).

**Individual Donors and Special Events (35%):**

- Work in partnership with the Executive Director to engage, cultivate, and steward existing and prospective donors, providing an exceptional donor experience that enhances giving, attracts new supporters, retains existing and re-engages lapsed donors, builds a pipeline for future support, and engages donors in the organization's work.
- Drive the identification of new donors (individual, corporate and foundation) as well as build strong relationships to bring them on board as regular, new funders to Partners.
- Maintain and upon hiring supervise the maintenance of a database of all donors, foundations, government and private contributions.
- Ensure the timely and accurate acknowledgement of all gifts and pledges
- Manage the Be One In A Million Campaign to assist "members" to utilize and be a part of text to give, and a phone bank
- Organize and oversee all fundraising, cultivation, and stewardship events and campaigns for donors, prospects and partners; including Annual Appeal (Winter and Spring), annual Float the Boat Fundraiser, Be One In A Million, and future "reveals" of public access features.
- Collaborate with the Board "Fundraising Committee" in the development of an annual fundraising plan and associated goals in the strategic plan, and implementation of special events and major gift fundraising.

**Communications/Marketing (25%)**

- Develop and implement communications strategies that seamlessly integrate development, marketing and program messaging to increase Artist Boat's visibility to external audiences and reach new and diverse audiences; effectively communicate Artist Boat's message in order to grow Artist Boat's influence in the field.
- Align outgoing communications with a consistent message in order to enhance understanding of Artist Boat's work.
- Oversee development of written communications, marketing materials and electronic marketing across multiple platforms such as the web, social media, print and digital publications, and other public relations and marketing vehicles.
- Monitor marketing trends and content relevant to Artist Boat's mission, and translate information into compelling, actionable, and effective strategies.
- Oversee and work with staff across the organization to integrate communications, branding and programs into fundraising strategies and activities, as appropriate.
- Oversee and work with staff to implement and maintain a marketing calendar for social media, Hotel Occupancy Tax Grant marketing of programs, and purchased media.

**Grants and Institutional Support (25%)**

- Develop and monitor grants calendar to ensure that deadlines are met.
- Prepare and submit letters of inquiry, grant proposals and reports for funding.



- Identify, cultivate, and solicit corporate and foundation gifts and grants, in partnership with the Executive Director.

- Provide support and consultation for any special requirements from funders.

**Knowledge, Skills, and Abilities:**

- Results-oriented individual with demonstrated experience closing gifts and working effectively with a diverse group of donors at a variety of levels of engagement.

- Exceptional management, leadership, presentation, written, public speaking, and interpersonal communication skills.

- Ability to rally support, spearhead initiatives, and work as both a member of a dedicated team and as an independent self-starter.

- Strong organizational skills, including financial oversight and planning capability, and ability to troubleshoot, multitask, and manage several projects at once.

- Exceptional knowledge of the Galveston community of non-profits, stakeholders, and partners (School district, Park Board, Nature and Arts Based organizations)

- Ability and enthusiasm to understand and participate across the Houston Galveston Region in arts, education, and conservation partners.

- Excellent time management skills, ability to prioritize, work well and be collegial under pressure and meet tight deadlines.

- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening

- Energetic self-starter who is open-minded, creative and able to make connections to build and sustain authentic relationships.

- Displays a positive attitude, show concern for people and community; demonstrates presence, self-confidence, common sense, and good listening.

- Responsive, tactful, and professional.

- Commitment to diversity, equity, and inclusion, and its value to the workplace.

**Qualifications:**

- At least 10 years of nonprofit professional experience, including prior experience in a leadership or management role, in major donor fundraising and donor relations or equivalent development experience.

- Demonstrated success in five-and six figure major gift solicitation. The ideal candidate is eager to connect with new and existing funders and to solicit and close gifts from individuals and foundations.

- Experience building and leading teams, including managing staff, consultants, and contractors.

- Strong computer and software skills, including experience with donor databases and grant management systems.

- Bachelor's degree or equivalent combination of education and experience.

This is a full-time salaried exempt position with flexibility. Nights and weekends required to meet with committees, oversee fundraising events, and represent Artist Boat at partner events.

Salary is commensurate with experience and is between \$65,000 and \$75,000 annually. Excellent benefits, including medical insurance (Artist Boat pays \$275 toward policy of premiums for staff), PTO accrual, holidays, and birthday, and an IRA retirement plan with a 3% match from company.



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Inspiration and education through unique coastal experiences

**To Apply:**

Please send cover letter, resume, and three professional references to Karla Klay **via mail** at **13330 Settegast Road, Galveston, Texas 77554**. Copy of transcript (unofficial or official) must be presented at interview. Applications due by December 3, 2021.

**Ready to fill position immediately and anticipated start date between December 3rd and January 5th** . Artist Boat is a small and growing not for profit organization that needs dedicated and contributing employees who are personally committed to the environment and seek growth and leadership opportunities and challenges in order to pursue a lifelong career in environmental education and conservation. **Each applicant will be emailed a notification that his or her full application has been received.**

**Applications not containing all requested documents will not be reviewed or notified of receipt. Artist Boat will interview qualified applicants prior to end date of applications to expedite the hiring process.**