



# PARAMOUNT

CENTER FOR THE ARTS

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913 West St. Germain Street • Downtown St. Cloud, MN 56301 • 320.259.5463

## **Development Officer**

The Paramount Center for the Arts seeks a fulltime development officer (32 + hours per week) to head its ongoing fundraising program. Reporting to the executive director, this professional must have an established background in coordinating nonprofit donation strategies.

This role involves organizing large-scale fundraising initiatives, working with board members, managing our annual campaign and building relationships with donors, staff, and volunteers. The development officer will also implement major giving and planned giving fundraising strategies.

The ideal candidate will have a baccalaureate degree and a minimum of five years of fund development experience, preferably in the arts and nonprofit fields. The applicant should also be familiar with CRM nonprofit software, donor databases, and other fundraising technology that will be used in daily job duties.

### **Key Responsibilities:**

- Oversee, manage and track the development program in the following areas: individual giving, major gifts, corporate giving and sponsorships, foundations, government support, board giving, grant writing, and fundraising/donor events.
- Plan and evaluate fundraising campaigns and activities
- Manage the organization's fundraising budget and income programs
- Identify and cultivate prospective donors and work to retain current donors
- Stay apprised of fundraising trends and the nonprofit community
- Use prospect research tools and the PCA's donor database to build donor relationships
- Ensure timely and accurate reports to funders
- Collaborate with staff on the management and planning of fundraising/donor events
- Recruit members and lead/manage the development committee

### **Education, Experience, and Characteristics:**

- Baccalaureate degree
- 5 years of experience in fundraising, preferably in the arts and/or nonprofit sector
- Foundation relationships and grant writing experience
- Excellent written, verbal and interpersonal skills
- Time management and flexibility
- Creative, well organized self-starter with a positive attitude



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Applications, available on the Paramount Website ([www. Paramountarts.org](http://www.Paramountarts.org)), and resume/curriculum vitae should be sent by US Mail or email to:

Mailing address:

Bob Johnson, Executive Director  
Paramount Center for the Arts  
913 W. St. Germain St.  
St. Cloud, Minnesota

Email: [BJohnson@paramountarts.org](mailto:BJohnson@paramountarts.org)

Applications should be submitted by 4:00 pm on April 3, 2020