

Paramount Center for the Arts

JOB DESCRIPTION

TITLE: Development Director
REPORTS TO: Executive Director

DATE: July 2026
DEPT: Administration

FUNCTION

The **Development Director** (32 hr/week) leads and manages all fundraising and donor relations efforts for Paramount Center for the Arts, overseeing individual giving, major gifts, corporate sponsorships, grant writing, donor events, and stewardship activities. This role drives the organization's philanthropic strategy, ensures a healthy donor pipeline, and strengthens relationships with supporters, board members, and community partners.

DUTIES/RESPONSIBILITIES

Fundraising Strategy & Campaign Management – 30%

- Oversee and manage all components of the development program.
- Plan, implement, and evaluate fundraising campaigns.
- Develop strategies to expand donor participation.

Grants & Institutional Relations – 30%

- Write, coordinate, and ensure timely submission of grant proposals and final reports.
- Steward foundation relationships.
- Maintain organizational Grants Calendar
- Coordinate Business Partner Program (sponsorship)

Donor Cultivation & Stewardship – 15%

- Identify, cultivate, solicit, and steward donor relationships.
- Utilize Moves Management best practices.
- Ensure prompt and accurate acknowledgment of gifts.

Data, Reporting & Budget – 15%

- Manage fundraising budget.
- Complete department gift data entry and financial reporting
- Track donor activity and maintain CRM data.

Committee Leadership & Events – 10%

- Recruit and lead Development Committee.
- Support fundraising and donor events.

Plus additional duties as required.

POSITIONS SUPERVISED

DIRECT
INDIRECT

NUMBER OF EMPLOYEES

0
0

SUPERVISION RECEIVED

The Development Director reports to the Executive Director.

FINANCIAL RESPONSIBILITY

Responsible for forecasting and achieving contributed revenue goals.

CONTACTS

Internal: Executive Director, Finance Director, Board, program staff.

External: Donors, prospective donors, partners, foundations, sponsors, Government granting agencies.

EXPERIENCE/QUALIFICATIONS

EDUCATION: Bachelor's degree required; advanced degree preferred.

EXPERIENCE: Minimum three years' fundraising experience.

SKILLS NEEDED

- Relationship-building: Builds trust and strong donor/community connections.
- Strategic thinking: Plans ahead and aligns actions with long-term goals.
- Communication: Communicates clearly in all formats.
- Organization: Manages multiple tasks, details, and deadlines effectively.
- Leadership: Collaborates well and guides committees and partners.
- Attention to detail: Ensures accuracy in stewardship and documentation.
- Adaptability: Adjusts smoothly to changing priorities and needs.

SPECIAL REQUIREMENTS

The position requires the ability to communicate clearly in person, by phone, and through video platforms. It also requires regular computer use, occasional evening and weekend hours, and the cognitive ability to manage multiple tasks, make informed decisions, maintain accurate communication, and analyze financial information.

WAGE & BENEFITS

This is a full-time exempt position (32 hours per week). Employee to work in the office, Monday-Friday, with a schedule TBD between the hours of 9am – 5pm, with the option to work remotely up to one day each week. Occasional nights and weekends required for donor-related events. Employee required to be on-site for some regular meetings. Benefits include paid vacation, starting at 10 days annually, 9 paid holidays, accruable personal time (PTO), free parking, option to join 401(k) retirement plan after one year of employment, and complimentary tickets/registration to select Paramount events. Annual salary range of \$55,000-\$62,000, commensurate with knowledge, experience, and work history.

MISSION & VISION

The mission of the Paramount Center for the Arts is to engage, educate, enrich, and entertain through inspiring arts experiences.

Vision: Paramount Center for the Arts will make a positive and lasting impact on the culture and economy of Central Minnesota with outstanding performances, enriching visual arts opportunities, inspiring exhibitions, and meaningful community partnerships.

Original: 7/23 Replaces: Revised: 7/26