



# ARTS DISTRICT

LIBERTY STATION

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## **Job Description:**

### **Director of Philanthropy & Impact**

San Diego, CA

Status:	Regular, Full-time, Exempt
Location & Conditions:	Hybrid (3 days on-site, 2 days remote) On-site locations: Arts District Liberty Station, the NTC Foundation office (2820 Roosevelt Road, San Diego, CA 92106), and other locations in the San Diego region, as necessary.
Compensation:	\$84,000 - \$92,000, DOE
Benefits:	Paid Time Off (PTO), Sick Pay and holidays Employer-paid monthly premium for Cal Choice coverage to be utilized for health, dental and vision. Alternatively, employees may opt to receive the equivalent amount as taxable income. 403(b) saving plan available for employee contribution
Reports to:	VP & Chief Advancement Officer
Direct Reports:	None
Start Date:	April 7, 2025

## **Job Summary**

As *Director of Philanthropy & Impact* you will play a crucial role in expanding the capacity of Arts District Liberty Station (ADLS) in the areas of fundraising and development. Duties and responsibilities include: maintain a donor management system (Network for Good) and manage a donor database to foster data-driven decision-making toward development goals; lead and grow individual giving opportunities through our “Friends of the Arts District” program (formerly “Friends of NTC”) and “Tributes” (memorials and dedication of rosebushes, benches, and bricks throughout the Arts District campus); support “Arts District Funding” programs for our tenants and community partners; support outreach and events that further the success of our development efforts throughout the year.

This newly created role in our organization will work closely with the VP & Chief Advancement Officer to grow and diversify contributed revenue sources to Arts District Liberty Station.



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The right candidate is inspired by the mission of the organization; has experience in the cultivation and stewardship of individual, corporate, and institutional donors; and excels at communicating the impact of the organization's work to a wide variety of audiences. This individual also brings a kind, respectful, and collaborative manner to working on a team; possesses strong interpersonal and relationship-building skills; takes a detailed approach to organizing and presenting data; and is goal-oriented when it comes to achieving quarterly and annual revenue goals.

## **Duties & Responsibilities**

- *Donor Management System & Donor Database*
  - Ensure timely and accurate data entry into Network for Good, including donor profile data and all relevant information/tags for campaigns and communications.
  - Create biweekly development reports to VP & Chief Advancement Officer, bimonthly reports for ADLS board meetings, and other reports as necessary.
  - Prepare thank you letters and other relevant materials for acknowledging donations entered in Network for Good.
- *Membership Program - Friends of the Arts District (formerly "Friends of NTC"):*
  - Identify and cultivate individuals as well as corporate and institutional partners to become members of our Friends program.
  - Convene and work closely with the Friends leadership committee to create an annual event calendar aligned with these goals: foster meaningful participation by all members of the Friends group; cultivate donor circles of Friends members to support Arts District initiatives; create educational opportunities for Friends to learn in depth about the Arts District and our programming; and empower Friends to be Arts District ambassadors among their friends and in their communities to bring more visibility to the campus and support to our work.
  - Attend meetings and events pertaining to Friends of the Arts District.
  - Maintain donor/contact data in Network for Good (database management system) relevant to the success of the Friends program.
  - Steward relationships with Friends through membership sign-up and renewal processes; maintain correspondence with thank-you letters and timely communications about Friends event and other opportunities at Arts District Liberty Station.
- *Individual Giving - Tributes (Rosebushes, Benches, and Bricks):*
  - Identify, cultivate, and solicit individual to advance our "Tributes" giving opportunities.
  - Maintain donor/contact data in Network for Good relevant to the success of the Tributes programs.



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- Coordinate, as necessary, with Office Manager, other ADLS staff, and Arts District partners on installation of new Tributes, and be aware of all maintenance on existing Tributes throughout the Arts District campus.
- *Fundraising Events & Campaigns*
  - Work closely with VP & Chief Advancement Officer to support events and campaign throughout the year.
  - Support efforts to gain sponsorships for events and campaigns.
  - Support teamwide efforts to produce events and activations related to the 25<sup>th</sup> Anniversary (starting Fall 2025). The anniversary year will be in 2026.
- *Organizational Coordination*
  - Coordinate with Marketing & Communications team on annual Promotional Plan to ensure areas of responsibility for fundraising and development are included.
  - Support Year-End Campaign goals and activities.

## **Qualifications:**

- Bachelor's degree or equivalent.
- 3+ years of experience in nonprofit fundraising and development, with a track record of securing individual gifts, donor database management, and cultivating donor and partner relationships.
- Familiarity with CRM software and fundraising tools (Network for Good, e.g.).
- Strong working knowledge of gift processing, administration, and data governance policies.
- Excellent project management skills, including the ability to manage multiple projects while adhering to various deadlines and goals
- Strategic thinker with a proactive approach to addressing challenges and opportunities in a fast-paced environment.
- Ability to work independently and collaboratively with minimal supervision.
- Proficiency with Microsoft Office and SharePoint, with advanced proficiency in Excel.
- Highly organized with strong time management skills; ability to work independently, set priorities and execute projects; strong interpersonal skills; highly collaborative; outstanding written and verbal communication.
- *Preferred:*
  - Experience with data visualization tools such as Power BI or Tableau.
  - Experience with project management tools, such as Microsoft Planner Monday.com, Asana, etc.



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## **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## **TO APPLY:**

Please email the following materials (in PDF file format) to: James Halliday: [info@ntcfoundation.org](mailto:info@ntcfoundation.org)

- Resume/CV
- Cover letter (1 page max.)

*Deadline: Friday, February 28, 2025*