

Career Opportunity – Director of Development & Fundraising with Pyramid Hill Sculpture Park & Museum

Do you have a passion for the arts and nature? Are you a go-getter with exceptional organizational skills, a knack for project management, and a passion for community involvement? Do you have experience with nonprofit fundraising in the Greater Cincinnati area? If so, this is the opportunity for you!

Pyramid Hill seeks to hire a community-minded **Director of Development** focused on long-term growth of fundraising and sustainability for the organization and its development program. The Director of Development will be responsible for meeting philanthropic goals through individual/corporate giving, major gifts, sponsorships, and maintaining/growing the Park's membership program.

As the Director of Development, you will have a prominent role on both the Park's Leadership Team and in the community. In addition, you will:

- Identify major donor prospects, sponsor prospects, and corporate/foundation-giving prospects
- Cultivate, solicit, and steward donors, major gift donors, and sponsors (to include meetings, phone calls, invitations to events, tours, etc.)
- Support the Executive Director in external relations, including setting up meetings and handling pledge letters
- Make introductory calls to regular donors and manage donor stewardship
- Oversee and improve back-of-house operations to support front-of-house activities
- Develop and execute annual strategies for the Annual Fund Campaign (and any other yearly campaigns as needed)
- Develop, oversee, and execute annual fundraising events and one-time fundraising events
- Supervise marketing and engagement efforts throughout the Park, working with Pyramid Hill's Marketing Manager to inform and execute strategy and assign tasks
- Cultivate strategies to increase new diverse memberships and grow retention rate for existing memberships
- Oversee donor and patron database, ensuring entries are made and maintained according to policy and cleaning data as needed
- Coordinate and schedule meetings, ensuring follow-up and timely invitations.
- Manage detailed project timelines and tasks, ensuring smooth execution of events and meetings
- Ensures appropriate donor acknowledgment, stewardship, and recognition throughout the year, sending these acknowledgements in a timely fashion after a gift is made

- Develop fundraising and membership growth strategies that are based upon industry best practices and/or replicable models in the nonprofit arts space
- Represent the organization in the Hamilton and Cincinnati communities, attending events and building strategic partnerships
- Join local rotary and chamber events, enhancing our presence in the arts community.
- Brainstorm and contribute to programming ideas that align with our mission and goals

Requirements:

- Bachelor's degree or commensurate professional work experience preferred
- A minimum of 3+ years of experience in fundraising or community building in a non-profit environment required
- 3+ years project management experience preferred
- Self-motivated and detail-oriented approach to work with strong project management skills to manage a wide array of tasks and responsibilities
- Thorough knowledge of best practices in nonprofit fundraising, especially in the arts sector
- Aptitude for and/or experience in managing a team
- Commitment to Pyramid Hill's mission ("To bring people to art in nature")
- Proven track record of holistic relationship building with donors, sponsors, funders, etc.
- Collaborative personality and team mindset
- Ability to attend events on evenings and weekends, as scheduled
 - Note that no travel is required, but peer site visit opportunities and professional development conferences are options of which the candidate is encouraged to take advantage
- Report directly to the Executive Director
- Participate in the Park's Leadership Team
- Act as staff liaison to the board of director's Development and Marketing Committee, to include preparing reports, presenting, and making recommendations to the board as needed

Pyramid Hill Sculpture Park and Museum is a 350-acre sculpture park and museum located just outside of Cincinnati, in Hamilton, Ohio, with a mission "to bring people to art in nature". The Park features both outdoor and indoor art collections, beautiful rolling hills and natural landscapes, a network of hiking trails, the iconic Pyramid House building, yearly exhibitions and events, and a suite of community and educational programming. In 2024, Pyramid Hill will also open an additional section of the park called Fortified Hill to the public. Fortified Hill is a 2,000-year-old indigenous earthwork and ceremonial site and will feature associated tours and programming.

To learn more about Pyramid Hill Sculpture Park & Museum visit our website and LinkedIn page:

<https://www.pyramidhill.org/>

<https://www.linkedin.com/company/pyramid-hill-sculpture-park-&-museum-park/>

We Offer:

- Annual salary range: starting at \$75,000 per year
- Health Insurance
- Retirement match
- Paid vacation and sick leave
- 12 annual paid holidays

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Employer is EOE/AA/M/F/D/V.