

Position Announcement: Development Director

The San Jose Institute of Contemporary Art is seeking an energetic and experienced Development Director, a professional who is familiar with Bay Area funders and cultural communities, to lead its fundraising efforts. The Development Director oversees and implements the annual grant writing and funder solicitation program (individual, corporate, and institutional), including researching and cultivating prospective donors and ensuring excellent relations with annual and ongoing funders. This is a full-time exempt position, reporting to the Executive Director.

About the ICA

SJICA is a 501(c)(3) nonprofit contemporary art gallery located in the SoFA arts and entertainment district of downtown San Jose. Founded in 1980, the ICA has remained dedicated to providing a venue and generating meaningful exposure for emerging and under-recognized mid-career artists. Each year we present 12-14 exhibitions in three galleries that feature technology-based work and site specific installations as well as drawing, printmaking, sculpture and photography. We also have a fully equipped Print Center offering regularly scheduled workshops with a master printer and open access sessions. The Print Center hosts up to three artists in residence each year.

Major Responsibilities

- With the Executive Director, develop and implement a long range fundraising plan that will sustain the organization's \$760K budget
- Conduct annual and long-term fundraising planning and execution, maintain fundraising calendar, and implement donor cultivation strategies
- Track annual support, maintain accurate donor records, and provide reports
- Build and maintain corporate sponsorship and institutional partnerships
- Oversee membership campaigns and write fundraising copy for collateral materials
- Plan and oversee fundraising events

Candidate Qualifications

- Strong verbal communication skills and demonstrated ability to write clearly and persuasively
- 5 years of experience with non-profit grant writing and other fundraising functions
- Energetic, resourceful, organized, and professional
- Strong partnership-building and event planning skills
- Good computer and Internet skills (eTapestry, Word, Excel, familiarity with Quickbooks helpful)
- Strong interest in the arts
- Familiarity with Northern California philanthropic community a plus
- Occasional weekend and evening availability a must

The successful candidate understands the ICA mission, its goals and objectives, and will assist the staff and Board of Directors in continuing to realize its potential and fulfilling its mission.

Compensation: Negotiable DOE; benefits available, including 100% of health care insurance costs (Blue Shield) including vision and dental for employee. A parking pass at a local lot is included.

To apply: Send resume, cover letter, 3 references, and a sample grant proposal to:

Development Director Position
560 S. First Street, San Jose, CA 95113

or email jobs@sjica.org with "Development Director Search" in the subject.

SJICA is an equal opportunity employer.