



## **iCI DIRECTOR OF DEVELOPMENT**

## **POSITION DESCRIPTION**

[www.ici-exhibitions.org](http://www.ici-exhibitions.org)

### Overview:

Work with executive director, Board of Trustees and development staff to raise approximately \$800,000 to \$1million annually in contributed income from individuals, foundations, corporations and the NEA.

### Responsibilities:

- Develop a detailed annual fund-raising strategy with financial goals, timelines, and actions to be taken.
- Develop and monitor the contributed income categories on the iCI annual budget, as well as budgets for specific development activities.
- Cultivate and expand individual giving through iCI's multi-level membership program, special events and other activities. Plan and oversee program activities for members, as well as special events including gala benefit dinners and auctions.
- Devise a strategy for sustaining current institutional supporters and securing new sources of foundation grants and corporate sponsorships for iCI programs, operations and endowment purposes.
- Attend all Board meetings and work with trustees on various board committees including Resource Development, Public Relations and Marketing, and Finance.

### Requirements:

- B.A. in Arts Management, Fine Arts, Art History, or related arts field; M.A. desirable
- Five to ten years broad development experience, preferably in the arts
- Strong interest in/knowledge of contemporary art
- Experience working with a Board and supervising staff.
- Creative, well-organized, self-motivated individual
- Strong computer, communication and writing skills

Reports to:

Executive Director

Supervises:

Grants and Membership Coordinator, and Development Assistant

Position available April 1.

To apply:

Send cover letter and resume to

Judith Richards

Executive Director

Independent Curators International

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