



NEW ORLEANS JAZZ & HERITAGE FESTIVAL AND FOUNDATION, INC.
SEARCH FOR THE DIRECTOR OF DEVELOPMENT
New Orleans, Louisiana

THE SEARCH

The New Orleans Jazz & Heritage Festival and Foundation, Inc. (the Foundation), the premier organization dedicated to promoting, preserving, and perpetuating New Orleans' and Louisiana's music, culture, and heritage, seeks an enterprising, energetic, and nimble fundraising professional to serve as the organization's Director of Development.

Reporting to, and working closely with, the Foundation's Executive Director, the Director of Development will lead the implementation and evaluation of the full scope of the Foundation's development efforts, while managing one full-time Development Associate. The ideal candidate will bring substantial success managing a comprehensive fund development program, proven experience in personally identifying, soliciting, and stewarding individual and institutional donors, experience with capital campaign management, and an impressive record of partnership with committed senior staff and volunteer leadership in successful fundraising roles.

THE ORGANIZATION

The New Orleans Jazz & Heritage Festival and Foundation, Inc. was established in 1970 to serve as a beacon of education, community support, and cultural preservation. As the nonprofit owner of the New Orleans Jazz & Heritage Festival – Jazz Fest – the Foundation works year-round to promote and develop the culture of New Orleans and the surrounding region. Beyond Jazz Fest, the Foundation maintains a number of major assets: WWOZ 90.7 FM, hailed by *Rolling Stone*, *Esquire*, and others as one of the nation's premier broadcast outlets; the New Orleans Jazz & Heritage Foundation Archive, which identifies, collects, preserves, and protects the records of the Foundation, operating as a resource for scholars and researchers; the George and Joyce Wein Jazz & Heritage Center, the Foundation's education and performance facility located in New Orleans' historic Tremé neighborhood; and the Don "Moose" Heritage School of Music, the Foundation's signature afterschool music education program for children ages 8 to 18. Supported by charitable gifts and event sponsorships, the Foundation continues to teach, build, and celebrate Louisiana's rich culture and community.

For more information, visit www.jazzandheritage.org.

THE ROLE

The Director of Development will maintain primary responsibility for creating and implementing a comprehensive fund development plan for the Foundation, inclusive of strategies to attract annual campaign gifts, major gifts, planned gifts, corporate and foundation grants, and event sponsorships. As the organization's primary frontline fundraiser, the Director of Development will be responsible for growing annual revenue from philanthropic and sponsorship sources to support the Foundation's robust

suite of programming and assets; the Director of Development will also be responsible for meeting capital campaign goals. In concert with the Executive Director and the Board of Directors, the Director of Development will establish performance measures and monitor results in order to evaluate the effectiveness of the Foundation's fundraising program year over year.

In terms of specific responsibilities, the Director of Development will:

- In concert with the Executive Director, establish near- and long-term fundraising objectives for the Foundation's fund development program; track and report on progress toward goals.
- Implement and manage the Foundation's capital campaign effort.
- Conduct ongoing prospect research to identify new potential sources of charitable contributions across all revenue streams.
- Maintain a personal portfolio of key individual, foundation, and corporate prospect and donor relationships.
- Cultivate and solicit grant funding from regional and national sources.
- Solicit and secure sponsorships for the Foundation's signature festivals and events, including the Crescent City Blues and BBQ Festival, the Tremé Creole Gumbo Festival, the Congo Square Rhythms Festival, and an annual gala.
- Expand and manage the Foundation's planned giving program.
- Work with the Foundation's Board of Directors, and specifically, with the Board's Funding and Development Committee, to expand the Foundation's donor pipeline.
- Oversee the development of all collateral material related to the Foundation's fundraising efforts.
- Work in tandem with the Foundation's programming and marketing staff to coordinate online fundraising efforts and donor recognition activities.
- In concert with the Development Associate, oversee the administrative functions of the Foundation's development operation, including gift processing, donor and prospect information and moves management, and grant reporting.
- Perform other related duties, as assigned.

CHALLENGES AND OPPORTUNITIES

The Foundation's next Director of Development will encounter several key chances for impact in the role:

Broaden the Foundation's philanthropic pathways

The Director of Development will enthusiastically work to expand the Foundation's contributed revenue streams – specifically, foundation grants, major gifts, annual gifts, and special event sponsorships – while cultivating new opportunities for revenue growth, particularly at the national level. In growing the components of the Foundation's fund development program, the Director of Development will be called upon to develop and harness their own established relationships within the broader philanthropic community.

Launch and manage the Foundation's forthcoming capital campaign

As the Foundation prepares to embark upon a fundraising effort related to the purchase of a new building to house WWOZ programming, the Director of Development will play an instrumental role in implementing and managing the capital campaign. Working closely with WWOZ's development and executive staff, the Director of Development will utilize their meaningful experience managing similar campaign initiatives to craft and drive a successful fundraising effort.

Communicate the power of the Foundation's programming to donors

The Foundation's suite of community-facing programming is expansive, but is not often fully understood. In their interactions with philanthropic stakeholders and potential sponsors, the Director of Development will present a cohesive articulation of the Foundation's unique value proposition and a compelling description of the full scope of the Foundation's impactful programming, motivating potential donors to invest in the organization.

THE CANDIDATE

The most competitive contenders for the Director of Development role will possess a solid combination of the following traits and experiences:

- A commitment to the mission of the Foundation; an interest in the music and culture of Louisiana.
- A minimum of five years of development experience, possessing roles with increasing levels of responsibility.
- Demonstrated experience and success in crafting and implementing comprehensive fund development programs.
- A track record of securing gifts from individuals, corporations, and foundations at the local and national levels.
- Experience managing or serving as a team member for a capital campaign effort.
- A working knowledge of planned giving vehicles.
- Experience managing other team members; the ability to delegate where appropriate.
- Experience working with a nonprofit Board of Directors and other volunteer leaders.
- Superior written and verbal communication skills.
- A demonstrated personal commitment to the principles of diversity, equity, and inclusion.
- Experience working with CRMs and donor management systems; familiarity with Donor 2 is ideal.
- A professional designation(s) such as CAP and/or CFRE is highly desired.
- A Bachelor's degree is required.

LOCATION, SALARY, AND BENEFITS

The salary range for the Director of Development role is \$90,000 - \$125,000, commensurate with experience. The Foundation offers a competitive benefits package.

The Director of Development must be located in, or willing to relocate to, the Greater New Orleans area.

TO APPLY

The New Orleans Jazz & Heritage Festival and Foundation has retained Arabella Street Strategies and The Jones Group of New Orleans to assist the search committee in its identification and review of candidates for the Director of Development role. Please direct all nominations, inquiries, and applications, in confidence, to JazzandHeritageDOD@arabellastreetstrategies.com. No calls, please.

The New Orleans Jazz & Heritage Festival and Foundation is an equal opportunity employer.