

<b>Job Function</b>	<b>Director of Development</b>	<b>Job Category</b>	Full-Time Position
<b>Department/Group</b>	Reports to ISC President Kiran Singh Sirah	<b>Suggested Staff</b>	New Hire
<b>Location</b>	Chester Inn (downtown Jonesborough, Tennessee)	<b>Other Staff Collaboration</b>	Management Team

### **Overview**

Over the past five decades, the International Storytelling Center has played a central role in establishing storytelling as a professional art form, an artistic and applied discipline, and a creative industry. In 2022, ISC will celebrate 50 years of the storytelling movement, which has grown from a small, grassroots event to an international phenomenon. This is the moment to reimagine and rethink the narrative and to establish another renaissance in storytelling -- not just in our region, but across America and beyond.

Storytelling is humanity's birthright, and claiming this birthright can help us move towards a more diverse and inclusive world. Our vision is a better world through the power of storytelling. As we move toward a landmark anniversary, it is our intention as an organization to not just celebrate our first 50 years but also the nation's storytelling revival, and to strategically and intentionally continue the progression of the storytelling movement for the nation's communities and beyond.

ISC is looking for Director of Development to join our senior management team, help guide our fundraising efforts, and help us cultivate the arts of storytelling for the next 50 years.

### **Job Functions**

#### **Oversee all aspects of Fund Development at the International Storytelling Center:**

- Procure, develop, and manage relationships with donors and sponsors.
- Identify, qualify, cultivate, and solicit donors (individual and corporate) for new and major gifts and sponsorships.
- Develop new and innovative ways to seek funding sources, including grants and gifts.
- Work collaboratively and strategically with, and in support of, ISC President.
- Work strategically with senior ISC directors to determine and fulfill existing and potential sponsorship guidelines and benefits.
- Assist in budget development and monitoring, in relationship to fund development.
- Strengthen and build visibility at local, national, and international levels and to all constituents.
- Oversee annual giving campaign and special event fundraising.
- Strategize messaging as it relates to fund development: i.e., website, blog and/or newsletter; social media; direct mail; print material.

- Strengthen and diversify communications with regional and national audiences through community relations, special events engagements, and fundraising, and the ways we tell ISC's stories.

**Duties with Corresponding Tasks:**

- Manage a portfolio of current donors and primary prospects.
- Manage prospect activity and donor data base.
- Participate in all aspects of the gift cycle:
  - Initiate contacts with businesses and individual donors and/or sponsors by:
    - Developing appropriate cultivation strategies.
    - Moving potential donors in a timely fashion toward appropriate giving.
    - Maintaining stewardship contacts with donors and being sensitive to their individual needs, including donor recognition.
- Work collaboratively with other key members of the staff.
- Secure financial support for the Teller-In-Residence Program and the National Storytelling Festival, as well as new programmatic activity.

**Ideal Candidate will have the following:**

- An appreciation for, and understanding of the value of storytelling, the arts and humanities and related fields (health, education, community and rural development, peacebuilding)
- Proven track record in fund development with minimum 5-7 years' experience.
- An understanding of all aspects (traditional and new) of fund procurement.
- An understanding of and experience in grant writing.
- A willingness to take a hands-on approach to work and team development.
- A comfort level and skill in utilizing various computer software programs and donor analytic systems.
- Excellent writing, editing and verbal communication skills.
- Experience in building relationships with individuals, corporation, foundations, state and federal agencies.
- A willingness to help support and strengthen organizational capacity and overall programmatic activity.
- An eagerness to participate and represent ISC in all endeavors.
- A commitment to the arts, non-profits and community building.
- Adherence to the highest ethical standards.
- An optimistic and positive attitude.
- Appreciation for the culture and challenges of contemporary philanthropy and giving.
- Commitment to ISC's values, diversity, equity and inclusion.
- An affinity for team work is essential.

The Director of Development will be a senior staff, onsite position, and will include a supervisory role. However, ISC will consider a remote position for an exceptional candidate.

**Compensation and Benefits:**

- Salary range is \$55,000-\$65,000 based on experience.
- Benefits include health, dental, life, and long-term disability insurance.
- Paid time off includes 12 vacation days, 6 sick days, 2 personal days, and 11 holidays.

**How to Apply:**

Email the following information [sandy@storytellingcenter.net](mailto:sandy@storytellingcenter.net)

1. Cover Letter with names and contact information for three references
2. Resume
3. Link to 3 to 5-minute video addressing the following:
  - Communicate your interest in this position and how you would go about building a culture of fundraising at ISC.

Note: Send a private YouTube or web link to your video. This informal video can easily be made on a smartphone and will ONLY be shown to the Interview Committee.