



BOARD OF DIRECTORS

DIRECTOR OF DEVELOPMENT AND FUNDRAISING

Updated: February 10, 2013

SUMMARY

This position plans, oversees and/or implements all aspects of fundraising and donor cultivation activities for Voices of Omaha. The Director of Development and Fundraising explores the latest trends in philanthropy and seeks new funding sources for the organization. It is understood that the parameters of this position may change based upon new opportunities or changing circumstances.

DUTIES AND RESPONSIBILITIES

GRANT APPLICATIONS AND FINAL REPORTS

- Prepares and submits grant applications and final reports to:
 - ✓ Nebraska Arts Council
 - ✓ Gilbert M. and Martha H. Hitchcock Foundation
 - ✓ Giger Foundation
 - ✓ Whitmore Charitable Trust
 - ✓ St. John Lutheran Foundation
 - ✓ Other
- Prepares and submits funding requests to individual supporters

DONOR CULTIVATION

- Issues letters of substantiation for donors' tax records
- Invites donors to the performance; makes parking and special seating arrangements where appropriate
- Ensures that all gifts are acknowledged in concert program
- Establishes relationships with donors

OMAHA GIVES! – OMAHA COMMUNITY FOUNDATION

- Registers VOO as a participant
- Generates appeal letter to mailing list
- Works with Director of Marketing and Communications to publicize event

GUIDESTAR.COM

- Maintains and updates all organizational information on website in compliance with Gold level participation in the GuideStar Exchange program.
- Solicits reviews of VOO on GuideStar site to increase VOO visibility and credibility.

MINIMUM REQUIREMENTS

- Proficient in Microsoft Word, Excel, and PowerPoint (or Prezi)
- Computer with internet access
- Strategic thinker
- Excellent interpersonal communication skills
- Excellent copy writing skills