



Development Director

Organization Overview

The National Institute of Flamenco is a 501(c)(3) nonprofit organization whose vision is to support community through arts education and equitable access to the arts. The Institute engages a core community of Albuquerque-based professional artists, students, and patrons, with an emphasis on impacting the lives of low-income households. Committed to equity, the Institute employs and nourishes the professional development of people of color and provides a place for emerging artists to safely express themselves. The Institute's programming makes a difference to the tens of thousands of clients served annually through educational and performance-based programs and organizational partnerships. The annual operating budget is \$2.6 million, \$1.2 million of which is contributed income, and the organization draws upon diverse funding sources, through both earned and contributed revenue streams. The organization is projected to make substantial annual growth. Financial support from individuals, corporations, foundations, and government entities allows the Institute to provide excellent free and low-cost programming while also ensuring financial stability for our working artists.

Position Summary

The Development Director is critical to the Institute's stability and growth, overseeing the creation and implementation of a comprehensive development strategy and program that includes annual giving composed of foundations, corporations, government grants, broad-based individuals, businesses, and major donors. The Development Director works closely with the Executive Director and Operations Director and will have primary responsibility for funding relationships and initiatives. They ensure the timely and energetic execution of strategic fund development planning; donor research, cultivation, solicitation, and relations generally; grantsmanship; and special events. This is a senior-level position, overseeing managers and coordinators responsible for carrying out tasks related to raising contributed income. The ideal candidate will have an entrepreneurial spirit and a passion for the performing arts, youth development. The Development Director must be innovative, well-organized, growth-oriented, practical, visionary, and possess a positive attitude.

Principle Duties

- Create and execute an annual, comprehensive fundraising plan, integrated with marketing and communications, that includes a regular series of annual mail and digital fundraising appeals and stewardship communications, individual major gifts fundraising strategies, stewardship and engagement, Festival Flamenco Albuquerque sponsorship, grants management and grassroots giving, that leverages support from the entire board and the board development committee and is coordinated with the plan/calendar of NIF's annual events and seasonal programs (Yjastros concert seasons, La Estrella winter production, and the Festival)
- Provide strategy to and manage the Festival sponsorship program, including reviewing and refining annually sponsor levels and benefits and ensuring ongoing sponsor engagement with NIF
- Launch an initial legacy giving (testamentary) giving program for NIF



- Train and mentor development staff
- Initiate and set goals for annual fundraising based on the Institute's strategic objectives
- Oversee all fundraising initiatives from start to finish
- Proactively provide written and verbal reports to senior leadership and the board of directors outlining overall development plan and goal to actual
- Conduct prospect research and implement cultivation strategies for all funding sources
- Establish and build relationships with individual donors, institutional funders, and potential community partners. Manage donor acknowledgments and ensure the stewarding of donor relationships over time
- Develop and manage contributed income budgets
- In partnership with the Executive Director and Operations Director, serve as a public representative and spokesperson for NIF with current and prospective donors and funders, as well as with community partners and other stakeholders
- Work with leadership to identify and prioritize new funding sources
- Contribute to Executive Team planning and strategy processes, building infrastructure for departmental growth
- Work with Finance and Director to ensure accurate records and compliance
- In collaboration with the Marketing Team, create cohesive, relevant communication strategies to meet and exceed organizational goals
- In collaboration with the Programs Team, create seamless integration of development initiatives with education and performance programs
- Stay abreast of trends and best practices in the fields of fundraising and nonprofit administration

Qualifications and Experience

- Minimum 7 years of non-profit fundraising experience, preferably in the performing arts
- Bachelor's Degree or equivalent professional experience
- Excellent research, written, and oral communication skills
- Proven track record of managing and stewarding successful donor and funder relationships
- Strong leadership skills – must be able to conceive, strategize, plan, and lead the execution of the development strategy
- Thorough knowledge of theories and effective practices in donor acquisition and stewardship, including personal solicitation, major donor programs, direct mail, social networking, online giving, planned giving, event management, and grantsmanship
- Ability to develop and manage budgets and analyze and summarize financial documents.
- Strong organizational skills and attention to detail
- Superior computer skills and proficiency in donor management systems such as DonorPerfect
- Entrepreneurial spirit and willingness to adapt to change quickly
- Sensitivity to cultural diversity, enthusiasm for the arts, and sincere belief in the life-changing opportunities in the arts
- Demonstrated ability to work collaboratively and with discretion in a team setting



Preferred Qualifications

- Ability to communicate in Spanish
- Experience with capital campaigns
- Experience with state and federal legislative advocacy
- Knowledge of New Mexico fundraising landscape

Other Requirements

- Current driver's license and requisite insurance

Reports to: Executive Director

Position Type and schedule: Exempt, 40-hours, full-time

Compensation: \$65,000 - \$75,000. We provide competitive salaries commensurate with experience. Benefits include a generous vacation/paid time off package, flamenco classes for employees and their immediate family members, and complimentary admission to Institute performances. Though we do not currently offer health insurance or retirement, we are working to add these benefits in the next fiscal year.

To Apply

Please send cover letter and CV or resume with three professional references to Annie D'Orazio, annie@nifnm.org and Rey Kandil, rey@nifnm.org. Incomplete applications will not be considered.