



Career Opportunity: Howard County Arts Council

Position: Development Director

The Howard County Arts Council (HoCo Arts), a multi-purpose non-profit arts agency, seeks a self-directed, outgoing individual for upper management position in a small, fast-paced office environment. The Development Director is responsible for planning and driving fundraising, community engagement strategies, and activities to sustain and grow contributions and revenues to support the HoCo Arts' annual operating budget and revenue goals. This position reports to the Executive Director.

The Development Director is responsible for planning, implementing and overseeing comprehensive fundraising, communications, community engagement activities. This position provides leadership throughout the organization to ensure a collaborative and coordinated approach to fundraising, communications, and community engagement among the board, staff and constituents and cultivates existing and new relationships that are critical to the HoCo Arts' long-term success and stability. This position manages 3 P/T employees, maintains Salesforce, finance, accounting, and communication platforms, represents HoCo Arts at community events, and provides administrative and technical support for the Executive Director.

Qualifications: B.A. and 5+ years non-profit or office administration with 3+ years in development/fundraising with increasingly greater responsibilities; supervisory experience preferred. Must be able to use a computer and be proficient in Microsoft Office, Salesforce, and/or similar applications. Must have own transportation; be able to operate an automobile; computers, and other office equipment; occasionally lift up to 50 pounds; remain seated for long periods of time; and bend, stoop, reach, and climb without difficulty.

This is a full-time, exempt management position in a community-based non-profit arts organization, required to work at least 40 hours per week, more as needed to fulfill the requirements of the job. This is an in-person, on-site office position based in Ellicott City, MD, some evening/weekend hours are required.

Salary range \$65,000 – \$75,000, based on experience. This full-time position is eligible for health benefits, PTO, and retirement. No calls EOE

Priority deadline: September 6; position will remain open until filled.

Send cover letter, resume and three references to: employment@hocoarts.org