



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

20 Stanwix Street, 9<sup>th</sup> Floor, Pittsburgh, PA 15222

Tel: 412.434.1335 \* Fax: 412.281.5925 \* Email: towens@deweykaye.com

## DIRECTOR OF DEVELOPMENT

### MANCHESTER BIDWELL CORPORATION, PITTSBURGH, PA

#### PERFORMANCE PROFILE

*Manchester Bidwell Corporation (MBC) is a highly regarded non-profit organization which has served the Pittsburgh region for over forty years through the visionary leadership of its CEO, William E. Strickland, Jr. The corporation's mission is dedicated to reaching beyond existing barriers to build, strengthen and enhance communities through career and arts education at its subsidiary organizations, Bidwell Training Center and Manchester Craftsmen's Guild. MBC is positioned to continue to serve the region as well as replicate its model in the United States and Canada through its National Center for Arts and Technology. The role of the Director of Development is integral to the corporation's ability to secure resources necessary for refining and building on its legacy. Strong leadership and hands on management is required to work with this diverse organization. The successful incumbent will work closely with the CEO, a strong and involved Board, and Directors to create a multifaceted development plan which includes grant funding and corporate sponsorships, capital and endowment funding, state and government sources (EITC), and individual giving.*

#### HISTORY AND PHILOSOPHY

Manchester Bidwell Corporation operates with a simple philosophy – environment shapes people's lives. By constructing an empowering atmosphere of art, light, music and a staff that strives to realize the genius in everyone, MBC enables students to become productive society members.

Founder Bill Strickland, while in college in 1968, founded **Manchester Craftsmen's Guild** to bring arts education and mentorship to inner city youth in his neighborhood. The MCG Youth & Arts program, as it is now called, serves public school students by offering courses in ceramics, design, digital and photography studios. In 1972, Strickland assumed leadership of a struggling building trade school located near Manchester Craftsmen's Guild. Over the years, **Bidwell Training Center** evolved to offer programs in fields ranging from horticulture to medical. Currently, BTC is a nationally accredited and state licensed adult career training institution.

Additional subsidiaries have been developed, all in an effort to empower educational environments. **MCG Jazz** lends the power of music with both its long-running concert series and educational programming. **The Drew Mathieson Center for Horticultural and Agricultural Technology** contributes additional educational facilities as well as a sustainable source of beauty for our students. **Harbor Gardens Park**, a commercial office building, hosts programs as well as other tenants in an elegant space.

MBC, a powerful fusion of mentorship, education, beauty, and hope, creates a safe space in which students, young and older, can feel comfortable learning. MBC is confident in their progressive vision and has founded the **National Center for Arts & Technology** to create similar educational environments across the nation ... and the world.

#### POSITION OVERVIEW

The Director of Development reports to the Vice President of Administration and works closely with the senior leadership team and the Board of Directors. The Director directs the research, planning, cultivation and solicitation of all philanthropic monies (\$10 million annually), while supervising a staff of two development professionals. The Director works in collaboration with the CEO, CFO, Vice President of Administration and the Board of Directors in formulating and implementing the strategic direction of development and revenue generation for the whole of MBC.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

The Director of Development is responsible for (including, but not limited to):

### **Development/Revenue**

- ◆ Aggressively seeking new local and nationwide funding, to include private foundations, corporate partnerships, and individual donors.
- ◆ Fostering positive relationships with current, past, and potential donors.
- ◆ Designing and implementing a structured fundraising program as an aspect of the organization's overall program. Coordinating all fundraising activities in keeping with stated organizational goals.
- ◆ Identifying and collecting valid research data to support funding requests. Developing and maintaining systems to ensure accurate reporting.

### **Operations**

- ◆ Working collaboratively with VP of Administration, CFO, Directors and Program Directors to identify programmatic needs for funding initiatives. Maintaining ongoing contact with the MBC's staff regarding funding efforts or opportunities.
- ◆ Participating in planning efforts to ensure all information is accurate for annual audit.
- ◆ Sharing responsibility with VP of Administration and CFO as liaison to Manchester Bidwell Development Trust.
- ◆ Contributing to the development and implementation of the organization-wide strategic plan.

### **Board of Directors**

- ◆ Maintaining a close working relationship with the Board to ensure consistency between organizational goals and funding needs.
- ◆ Serving as staff liaison to the Development committee of the Board.

### **External Relations/Marketing**

- ◆ Representing MBC and the CEO in public arenas including events and funding meetings.
- ◆ Shaping the message of an appeal to connect with the target philanthropic audience.
- ◆ Remaining current on industry developments and local, state and federal external environments as they relate to organizational funding opportunities.

## **PERFORMANCE OBJECTIVES**

**Create a Comprehensive Development Plan.** During the first 60 days, create an energetic Development Plan that utilizes performance metrics. The plan is to be a one-year business plan that will lead to the development of a five-year strategy for generating effective streams of sustaining support for operating needs. Present the plan to the CEO, CFO, VP of Administration and the Board of Directors. Execute the plan.

**Identify, Cultivate, Solicit and Acknowledge Participation in the Mission.** Using advanced methods of prospecting and identifying new relationships including federal, state and local sources that see the value of MBC. Utilizing the data management software in place (DonorPro), implement development best practices with the research, solicitation and acknowledgement of gifts.

**Establish and Sustain Internal and External Relationships.** Manage relationships professionally. Seek out opportunities to share and disseminate information internally and externally as appropriate. The Director of Development must have excellent verbal and electronic communication ability.

**Administer Policies and Procedures.** Manage the budget. Review and create departmental guidelines as needed. Perform organizational functions as required.

**Participate in Agency Planning.** Offer creative insight to the short and long term planning of the overall organization.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree required, preferably in Non-Profit Management, Human Services or related area. Master's degree and CFRE certification also preferred.
- Minimum of 5-7 years experience in the development and management of grant requests, annual giving, capital campaigns, foundation/corporation solicitations, deferred giving, communications and special events required.
- Must have a demonstrated record of positive foundation relationships, and the ability to establish/nurture new funding relationships.
- Demonstrated ability to manage staff, and develop budgets and cost projections.
- Ability to respond to common inquiries or complaints from management, staff, public agencies, or members of the business community.
- Ability to write and edit effectively. Capable of structuring the delivery of information to the needs of the audience, which may include directors, managers, staff and business associates. Ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary.
- Capable of maintaining the vision of broad organizational goals, while undertaking and completing short-term objectives.
- Communicates with clarity; actively listens and contributes to discussions; guides others toward organization objectives; acknowledges accomplishments of individuals and teams; solicits and generates creative solutions; develops and implements universal processes to monitor and assess outcomes.
- Effectively targets presentations to the characteristics and needs of the audience; capable of effectively adjusting and coping with change and uncertainty in new situations and environments; maintains balance and effectiveness in unsettling conditions and circumstances.

## **COMPENSATION**

This position has an attractive compensation and benefits package consistent with other organizations of similar mission, size, budget and scale of operations.

## **TO APPLY**

Individuals wishing to discreetly discuss this role may contact Michelle Pagano Heck, Dewey & Kaye, at mheck@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Manchester Bidwell Corporation, Director of Development (# 177- MH687)**

**Candidates must submit materials no later than Friday, November 12, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.**

*Manchester Bidwell Corporation is an Equal Opportunity Employer.*