



## **DIRECTOR OF DEVELOPMENT**

Virginia's largest nonprofit outdoor event planning and production company, based in Norfolk, Virginia, is seeking an experienced, results oriented, creative, highly motivated, and professional to fill new full-time Director of Development position with Norfolk Festevents, Ltd.

Position requires college degree, 5+ years recent, professional sponsorship sales and fundraising experience (in the fields of entertainment, sports and / or special events preferred), 3 current professional references, flexible schedule to work evenings, weekends and holidays, physical ability to perform wide range of physical related production duties and ability to work in an outdoor environment.

Candidates must possess superior skills in the areas of corporate partnerships, sponsor activation, fundraising, public relations, innovative promotions, creation of presentations, public speaking, leadership and team building, budget management, and proficient with a range of computer programs and platforms. Candidates must have a thorough understanding of the contemporary fundraising and sponsorship sales.

The Director of Development will report to the CEO and President.

### **Position responsibilities include:**

- This individual is responsible for personally achieving and managing an annual cash income budget of major level sponsorships, donations and grants; Cultivating and maintaining current and prospective sponsors and donors; and delivery of all sponsorship and donor activation benefits.
- This person will be responsible for managing, directing, and organizing the overall Development efforts and its associated presentations, records, documentation, reports, accounts, income and expense budgets and all associated activities.
- This person will be a highly visible spokesperson for the company and should ideally feel comfortable with all forms of media communication.
- This person will have direct supervisory responsibilities for one full time employee, part time employees and interns.
- This individual will communicate with the CEO and President on a daily basis and with other management professionals on a routine and as directed basis.
- This individual will produce the necessary sales reports and present them in a format as requested.
- It is expected that this individual will continually communicate with the CEO and President on the operational status of the department's and individuals' progress to achieve cash goals, status, productivity, sponsorship sales activities planned, and problems encountered.
- This individual will also work with board members and other company partners with respect to potential leads for future sponsorships, and generally support Festevents' continuing efforts as a premium economic development and tourism resource for the City of Norfolk in eastern VA.
- This person will be a member of the Event Staff requiring on site leadership and participation in the special events productions.