

DEVELOPMENT DIRECTOR

JOB PURPOSE:

To grow the financial and relational connections and capacity of Art House Billings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help engrain our values into everything we do.
We do everything...
 - Professionally - With the highest level of excellence possible.
 - Intentionally - We know and are passionate about the “why”.
 - Selflessly - We are here to give and serve.
 - Funilly - We love what we do and we bring our unique and authentic approach to all aspects of Art House.
2. Oversee and execute the relational and administrative side of memberships, sponsorships, grants and donors.
3. Help lead committees and teams created to host/administrate events for fundraising efforts.
4. Stay connected with the Executive Director to find ways for financial and relational support that continually grow Art House Billings mission and impact (through new programs and initiatives).
5. Stay connected with the Film Director and Operations Director to best support and grow their work (through sponsors, donors, community partners, grants, etc.).
6. Work 15-20 hours as a shift lead during open hours (this may change as demands of development increase/decrease).
7. Be available to assist in other areas of Art House as needed.

KEY SKILL AREAS:

Personable and relationally active towards staff, members, and customers.

Self motivated and driven.

Passion to serve Billings through film, art, and culture.

Relationally driven. People feel seen, heard, and appreciated through interactions.

Can fundraise and is not afraid to ask for money.

Strong administrative skill to manage multiple systems, spreadsheets, and software.

Willingness to learn new software and systems as needed.

Willingness to serve and go the extra mile.

GENERAL QUALIFICATIONS:

Committed to 24 months minimum (from time of hire).

Open to 90 day review and evaluation based on culture fit and work.