

Organization Description

The Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is an internationally recognized linear park that seamlessly connects cultural districts, neighborhoods and destinations while also serving as downtown hub for the city's greenway network. The Indianapolis Cultural Trail includes 5 acres of lush gardens, a vibrant art and culture program and is open and accessible 365 days a year. The Trail has become the way by which most people experience downtown Indianapolis and is managed and operated by Indianapolis Cultural Trail Inc (ICT), a 501(c)3 non-profit organization whose mission is to inspire, create and sustain connections and cultural experiences that are accessible to all. Examples of how ICT fulfills its mission include operating Pacers Bikeshare, a current two mile expansion of the Cultural Trail and hosting arts and culture activities that are free for everyone to enjoy. The Indianapolis Cultural Trail is recognized around the world as an example of how investments in linear parks and connectivity can positively impact community, cultural and economic development.

ICT is a team of motivated and enthusiastic individuals that takes great pride in what we do with and for the community. We have a flexible work environment and encourage big ideas and creative thinking. We work with volunteers and community partners to help carry out our mission and are grateful for generous contributions from donors to ensure the Trail is beautiful and accessible for everyone.

Job Description

Indianapolis Cultural Trail Inc. is seeking a proven fundraiser and leader to serve as the organization's inaugural Director of Advancement. As a member of the organization's leadership team, the Director of Advancement reports to the executive director and is responsible for developing and executing a strategic fundraising plan, with an emphasis on growing individual and corporate leadership, major gifts and grants. The ideal candidate is an innovative advancement leader with a track record of success propelling change, philanthropic revenue growth, and mission awareness.

This is a revenue-generating position and responsible for meeting annual fundraising targets. The director will also manage a communications team member and have oversight of communication and marketing programs. The Director of Advancement is a full time, salaried, exempt position.

Core Responsibilities

Strategy: Develop a strategic fundraising plan with short- and long-term goals that effectively evolves a primarily annual fund program into a comprehensive fundraising operation with significant funding derived from major and planned giving. Remain abreast of and incorporate industry innovations as a means to improve the donor journey and expand donor prospect pools. With the program and leadership team, and in consultation with the board, work to define and articulate a sophisticated case for support for the organization at a moment of growth.

Portfolio Management/Relationship Building: Build a portfolio of potential leadership and major donors from current annual fund donors, previous donors, and referred prospects, with a goal of managing approximately 125 to 150 prospects. Responsible for the identification, qualification, cultivation, solicitation, and stewardship. Meet regularly with Board members to cultivate and solicit for major gifts and to grow our network of new investors. Coordinate regular meetings of the Board Development Committee Chair(s) and prepare Board Development Committee activities, reports, and meeting agendas.

Grant and Proposal Writing: Identify aligned grant opportunities, with an emphasis on private foundations, and lead the application and reporting process, with the goal of significantly increasing revenue from these sources. Manage partnership contracts and grant agreements.

Corporate Sponsorships: Cultivate new and existing corporate sponsorships and partnerships for ICT programs and events. Oversee agreements and fulfillment of corporate sponsorships and partnerships.

Administration: Propose annual fundraising targets and metrics to the executive director and board. Track fundraising performance against development plan and report to executive director and board. Provide leadership

and incorporate best practices in database management and data-informed fundraising strategies. Manage vendors, deliver projects and initiatives on time and on budget.

Communications: Provide oversight and leadership of the communications and marketing program, serving as a mentor and coach. Delegate and oversee creation of donor-related materials including print and electronic appeals, and stewardship communication. Represent organization publicly when needed. In coordination with the executive director, create opportunities to increase the visibility of ICT through media, strategic partnerships, events, and special initiatives as schedule and budget permit.

All ICT employees serve as ambassadors for the organization and interact in a positive way with Trail users and the general public in downtown Indianapolis. As ICT is a growing organization, team members typically take on other duties as assigned when needed.

Work Environment

This job is primarily an indoors role, but also requires time spent outside on the Cultural Trail and in meetings with current and potential donors, funders and partners. The typical work week is Monday through Friday during normal business hours, with occasional after hours and weekend work.

Requirements

- Commitment to building a welcoming, inclusive, and equitable community where all people can thrive
- At least 5 years of relevant experience.
- Personal track record of success in reaching and exceeding fundraising goals.
- Experience asking for and closing major gifts.
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations, and corporations.
- Experience in planning and delivering budgetary responsibilities.
- Experience using constituent relationship management (CRM) software.
- Experience hiring and mentoring staff.
- Demonstrated project management, organization, delegation, and prioritization skills.
- Strong communication skills, both oral and written; excellent presentation skills
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect
- Flexible, collaborative, and adaptable in a fast paced and public facing work environment
- Ability to ride a bicycle

Compensation

\$65,000 - \$80,000, annually

Benefits

ICT offers a variety of benefits including health, dental and vision insurance, retirement plan and employer match, flexible work environment, company paid holidays, paid parental leave and generous paid time off. A full benefits package will be included upon request or during the interview process.

To Apply

Qualified applicants should send resume and letter of interest to:

Director of Advancement
Indianapolis Cultural Trail, Inc
132 W. Walnut Street, Indianapolis IN 46204
jobs@indyculturaltrail.org

If submitting via email, please list "Director of Advancement" in the subject line. **Applications will be accepted through October 21, 2022** or until the position is filled.

Indianapolis Cultural Trail Inc
Director of Advancement
Indianapolis, IN



Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. ICT participates in E-Verify. Offers of employment are contingent upon a background check including the sexual offender registry as ICT employees regularly engage with the public.

Diversity Commitment

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. It is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, physical disability, or any other legally protected basis.