



Vice President of Community Development, Executive Director of CAP, LLC

Arts United of Greater Fort Wayne, Inc.
300 E Main Street, Fort Wayne, IN 46802
www.artsunited.org (260) 424-0646

Revised July, 2024

Job Summary:

The VP of Community Development is a visible, mission-driven community leader who serves as a convener, catalyst and facilitator of impact-based arts and cultural initiatives. In alignment with Arts United's strategic plan, the VP of Community Development leads Arts United's service to the community as a Local Arts Agency including advocacy and promotion, cultural planning and development, community events, grant administration, resource development, and public relations and communication. In addition, the VP of Community Development plays a vital role in supporting the strategic growth of the Regional Arts Council and development of Arts Campus Fort Wayne.

Position Roles and Responsibilities:

- 1. Management and Direction of the Community Development Department**
Manage a team of professionals that currently includes the Director of Development, Director of Communications, and Director of Donor Engagement.
- 2. Advocacy and Community Development**
Serve as a visible representative, spokesperson, convener, and facilitator to support Arts United and an arts and cultural ecosystem consisting of arts and cultural nonprofits, independent artists, and creative businesses. This includes staff management of the Regional Arts Council.
- 3. Community Events**
Activate the Arts Campus by coordinating activities which position Arts United as a convener and advocate for arts and culture in Northeast Indiana and by working with community partners to support diverse and inclusive programming such as the Taste of the Arts festival and Arts United Awards.
- 4. Grant Administration**
Oversee the administration of Arts United's grant programs and serve as the primary representative and Regional Arts Partner for the Indiana Arts Commission in Northeast Indiana.
- 5. Resource Development**
Oversee short-term fundraising activities and long-term development strategies related to the Annual Fund Drive, event sponsorships, Arts Campus activation and capital improvement, community development initiatives, Regional Arts Council programs, and other prioritized programs and initiatives.
- 6. Communications and PR**
Oversee and support the communications and messaging strategies of Arts United.

7. **Executive Director of Cultural Advancement Projects, LLC**

Serve as the primary coordinator and director of a program designed to incubate new and innovative programs and organizations.

Requirements: The successful employee is expected to have a Bachelor's Degree and at least 2 years of related experience in relationship management, fundraising and development, customer service, and/or sales. The applicant should demonstrate excellent verbal and written communications skills, experience in public speaking, ability to work independently and in teams, ability to manage and meet multiple deadlines, and superior attention to detail. The applicant should demonstrate the capacity to utilize donor tracking software, databases and fundraising technology. Participation in some early morning and evening meetings is required.

Compensation: This is a full-time, exempt position. Salary will be commensurate with experience. Compensation includes a generous benefits package including fun and flexible work environment, health insurance, employee assistance program, 401(k) account, and paid vacation, holiday, and sick leave.

To Apply: Email resume and cover letter to Dan Ross, President & CEO, at dross@artsunited.org.

References: May be requested.