



**SABAN
CENTER**

**SABAN CENTER FOUNDATION
DIRECTOR OF DEVELOPMENT**

POSITION SUMMARY

The Director of Development is responsible for leading the Saban Center's collective fundraising plan, which includes the Saban Center's tenants. Included in the fundraising plan are capital campaigns and yearly fundraising projects (annual giving, major giving, and special projects) within the board-approved budget. This position reports directly to the Saban Center Foundation. The Director of Development will also be responsible for developing and maintaining active and productive relationships with internal and external constituencies.

DUTIES AND RESPONSIBILITIES

Building relationships with individuals, corporations, and foundations to achieve the goals of a yearly fundraising plan.

Establishing short- and long-term goals for the development effort, including fundraising strategies and building the case for support.

Managing all strategies and activities for donor cultivation, solicitation, and relations, including those of the staff and volunteers on the Saban Center Campus.

Overseeing all fundraising activities including annual giving, major giving, feasibility studies, capital campaigns, and special events.

Identifying, cultivating, soliciting, and stewarding major gift prospects. Maintaining contact with Saban Center Foundation board and staff and Saban Center tenants to develop grant proposals and partnerships.

Implementing a thorough donor acknowledgement and stewardship system and maintaining consistent contact with major donors; maintaining a donor database.

Overseeing the following: recording gifts, receipting gifts, thank you notes, pledge reminders; and attending to general office duties.

Attending administrative meetings.

Developing a comprehensive planned-giving program as the need becomes appropriate.

Utilizing appropriate development reporting processes; monitoring and objectively evaluating all fundraising appeals.

Organizing events, collecting news and information about the Saban Center for publication, and keeping accurate records.

Working closely with the Executive Director of the Saban Center and Saban Center Foundation to develop a public relations plan.

Creating strategies with the Saban Center Foundation Marketing Consultant to promote the Saban Center mission.

COMPLEXITY AND CREATIVITY

The Director of Development will be cultivating prospects for the Saban Center and its tenants and will be required to have a broad understanding of the programs and priorities. The Director of Development must be creative in matching the interests of the donor with the needs of the Saban Center. S/he must be able to wear many hats, change them often, and adapt quickly.

GUIDANCE AND REVIEW

The Development Director reports to the Saban Center Foundation. They meet and develop an annual fundraising goal and plan. The Director of Development is expected to be a self-starter and to work independently once goals are established. The Director of Development is expected to keep the Saban Center Foundation and the Executive Director of the Saban Center updated on a regular basis.

KNOWLEDGE REQUIRED

Extensive broad-based knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills in order to determine the most effective method to present proposals, persuade prospect and personnel to accept suggestions and proposals, and to foster effective relationships.

Comprehensive analytical skills and experience to assess the salability of proposals and potential reactions of prospects to proposals, and to development recommendations for stimulating interest in the Saban Center. Creative skills and experience in producing innovative written materials to stimulate interest on the part of potential funding sources who may be indifferent to the Saban Center's objectives.

Skill in relating needs of the Saban Center to individuals and to giving programs of foundations and corporations.

Skill in establishing and maintaining effective and cooperative work relationships with potential funding sources, the Saban Center Foundation, and the Saban Center tenants.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Public Administration, Business, Finance, or related field required; at least three to five years of development experience; validation of overseeing a multimillion-dollar capital campaign and/or raising multimillions of dollars in a fundraising effort.

Supervisory experience is preferred.

MINIMUM REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear. **PHYSICAL REQUIREMENTS:** Must be able to operate a variety of office and computer equipment including a motor vehicle, personal computer and printer, facsimile and copy machines, calculator, cellular telephone, or telephone.

OFFICE HOURS

Normal 8:00 AM - 5:00 PM Monday-Friday business hours required.
Occasionally, after-hours events may be required.

TRAVEL REQUIREMENTS

Travel to other cities may be required as part of the duties.

SALARY/ BENEFITS

Minimum salary \$110,000.00. Competitive compensation negotiated.

Applicants send a cover letter and resume to:

Audrey Buck

Saban Center

abuck@sabancenter.org

Applications due by June 1, 2026.