



Inspiring performance. Empowering children.

Opportunity

North Carolina Arts in Action has an immediate need for a **Development Director** to conduct a specialized and ongoing development program for the organization. The job requires a collaborative temperament and personality to work with staff, partners and volunteers who assist with fundraising. This is a full-time position reporting to the Executive Director. This position would best fit a self-starting, organized and deadline-oriented professional with the ability to work both in the office as well as remotely.

Organizational Summary

North Carolina Arts in Action (NC AIA) is a 501(c) 3 nonprofit organization that uses dance, music and performance to instill self-esteem, perseverance, and excellence in children. Its vision is to bring the NC AIA program to fourth grade children who might not otherwise have the opportunity to participate in the performing arts and benefit from the life skills they teach and inspire.

NC AIA is an independent associate of the renowned National Dance Institute (NDI) in New York. NC AIA utilizes an award-winning pedagogy to help children develop 21st century skills that carry over into all aspects of their lives. Since 2005, NC AIA has reached more than 21,000 North Carolina students through direct instruction and more than 25,000 additional children through in-school and community performances.

Job Summary

The **Development Director** will lead the planning, organizing, and implementing of NC AIA's annual event and fundraising campaign.

This position requires sensitive interaction with a variety of internal and external contacts and involves broad responsibility for the design and execution of fundraising projects, including special event planning and execution, grant reporting, and donor pipeline development. This individual will lead and execute our annual fundraising event, run the annual fund, expand corporate giving, bring in major gifts, and develop supporting materials for fundraising activities, and contribute to the overall stewardship of NC AIA's donors.

Principal Duties and Responsibilities

Partner with the Executive Director, and Board of Directors in the organization's strategic planning, management, and implementation as it relates to fundraising.

- Support North Carolina Arts in Action in cultivating and stewarding donor and community relationships that will strengthen our mission and increase revenue to \$1.5 million in the next two years.
- Assist in building and nurturing effective, positive working relationships with staff members, board members, North Carolina Arts in Action dancers and families, and volunteers.
- Lead, support and manage a Fundraising Campaigns in partnership with outside consultants.
- Help to nurture a culture of donor-centered philanthropy within the organization and in all development activities.
- Assist in managing a portfolio of donors, including individual, corporate and foundation grantors.
- Oversee and actively contribute to the development and distribution of marketing content that elevates NC AIA's visibility across written and online platforms, working in collaboration with staff, consultants, and other contributors as needed.
- Assist in managing logistics and execution of all annual campaign activities, including special events, in coordination with other staff, Board members, and volunteers.
- Ensure that gift processing, recording and acknowledgement is accurate and prompt, and that donor records are up to date.
- Represent North Carolina Arts in Action at charity fairs and other community engagement events.

Required Qualifications and Skills

- Bachelor's degree in a relevant field such as journalism, marketing, advertising, communications, or fundraising, nonprofit management preferred.
- Demonstrated success developing and implementing strategic fundraising plans and achieving goals with at least 3 years of experience.
- Proficiency in case development, prospecting and a track record of raising major gifts of \$10,000 or more.
- Experience in special event planning is required.
- Marketing and communications skills needed to tell North Carolina Arts in Action story with conviction.
- Ability to work independently and as part of a team, as well as in the office or remotely.
- Proficiency in computer skills related to fundraising, communications and reporting, including using mail merge for bulk mail.
- Highly collaborative, communicative, and a "let's help build each other up" attitude.
- Experience working in the arts is a plus.

Compensation

The salary range for this position is \$85,000 - \$90,000 annually. This position includes health care benefits and vacation leave.

Application Process

In a single PDF document, please submit a cover letter, and your résumé, and send via email to: MaryBeth Carpenter at info@ncartsinaction.org. Finalists will be required to submit references.

- Applications will be accepted until November 21, 2025, or until the position is filled
- No calls please
- NC Arts in Action is an Equal Opportunity Employer
- Three professional references and a short presentation will be required from finalists
- Academic, credit, and criminal checks will be conducted before a final offer is made

Please submit cover letter, resume and references to MaryBeth Carpenter, NC AIA Senior Fundraising Consultant, at info@ncartsinaction.org, by November 21, 2025.