

Job Title: Director of Development

Job Announcement:

Desert X, a non-profit arts organization that produces an international, site-specific art exhibition, is seeking a director of development. The organization, founded in 2015 in Palm Springs, California, has produced two successful exhibitions, in 2017 and 2019. Both exhibitions garnered vast international media attention and critical acclaim and were funded by an active board, local and national philanthropists, local municipalities and businesses, and corporate funders.

The organization is proud to offer free admission to the exhibition, which runs for ten weeks. Additionally, it has a small and growing education program.

The ideal candidate will be self-motivated and exhibit a commitment to collaborative fundraising. S/he will possess excellent communications skills and demonstrate highly advanced organizational expertise in maintaining a broad spectrum of relationships. An entrepreneurial spirit, creativity, and sense of humor will assure success.

The successful candidate will join a small full-time staff and will work closely with both the executive director and the board president. The development team includes the executive director, board president, and a part-time administrative assistant.

The director of development is responsible for advancing the Desert X mission by identifying, cultivating and soliciting major gift prospects and overseeing fundraising events. S/he will be charged with developing and implementing strategies for securing and increasing financial support from a portfolio of major donors, donor prospects, many of whom have donated previously and/or will be identified by members of the Desert X board. Additional responsibilities include oversight of the private bus tours and volunteers, both of which have proved to be important sources of new donors.

This is a perfect position for someone early in their career interested in expanding their skills and achieving a senior position, much responsibility and the potential for enormous success.

Skills & requirements:

- Bachelor's degree, Master's preferred.
- 3 – 5 years experience in a non-profit setting, preferably an arts organization, with proven ability at fundraising, special events and volunteer management.
- Superior judgment, professional initiative, and strong verbal and written communication skills.

- Interest and/or background in contemporary art.
- Ability to take direction and work as part of a team.
- Excellent administrative and organizational abilities.
- Knowledge of e-Tapestry or other database/CRM.
- Microsoft Word, Excel, Power Point and Adobe suite an asset.
- Ability to effectively interact with and manage external vendors and personnel who support the department.
- Ability to work independently, meet deadlines, and coordinate multiple projects simultaneously.
- Must work well under pressure, and possess high levels of tact and diplomacy.

Desert X values diversity and is committed to equal opportunity in employment.

This position is located in Palm Springs, CA. Some travel is required. Candidates based in the Los Angeles area or broader Southern California region who are willing to spend 3-4 months cumulatively in Palm Springs will be considered on a case by case basis.

Please send cover letter and resume to jobs@desertx.org.