

September 2025

Development Director, First Coast Cultural Center
6000B Sawgrass Village Circle, Ponte Vedra Beach, FL 32082

Position Overview

In collaboration with the First Coast Cultural Center (FCCC) Management Team, the Development Director is responsible for ensuring the consistent achievement of the Center's mission. First Coast Cultural Center (FCCC) seeks a strategic and results-driven Development Director to lead and execute its capital campaign efforts. This key role is responsible for securing major gifts, cultivating high-level donors, and managing the campaign's overall success.

Working closely with the Board of Directors and Senior Operations Director, the Development Director will oversee major gift solicitations (\$100,000+), corporate sponsorships, and grant funding. This is a full-time position ideal for an experienced fundraiser passionate about advancing arts and cultural initiatives through transformational philanthropy.

This position is primarily in the office but includes appointments and meetings outside the office with current and potential donors, as agreed with the Board of Directors. He or she reports to the Senior Director of Operations and the Board of Directors. Compensation range is \$70,000-\$75,000, based on experience and performance-based benchmarks.

Key Responsibilities

Campaign Leadership & Major Gifts

- Develop and implement a high-impact capital campaign strategy to secure six-and seven-figure gifts.
- Identify, cultivate, solicit, and steward major donors capable of \$100,000+ contributions.
- Collaborate with board members and campaign volunteers to leverage networks and secure transformational gifts.
- Lead personalized donor engagement strategies to increase campaign participation and impact.

Sponsorships & Grant Funding

- Develop and execute sponsorship opportunities, securing corporate and community partnerships.
- Research, write, and manage high-level grant proposals to secure significant funding.
- Maintain compliance and reporting for grants and major gifts.

Donor Stewardship & Recognition

- Ensure meaningful donor recognition, acknowledgment, and engagement.
- Oversee campaign events, donor appreciation initiatives, and naming opportunities.
- Maintain accurate donor records and campaign progress tracking using fundraising software.
- Provide regular campaign updates and reports to the Board of Directors.

Qualifications & Skills

- Proven track record of securing six and seven-figure **gifts** through capital campaigns or major gift fundraising.
- Minimum 3-5 years of experience in nonprofit development, capital campaigns, or major gifts fundraising.
- Exceptional relationship-building skills with the ability to cultivate and steward high-level donors.
- Strong written and verbal communication, with experience in grant writing, sponsorships, and donor presentations.
- Strategic thinker with excellent project management and goal-setting abilities.
- Proficiency in donor database management, CRM software, and Microsoft Office Suite.
- Passion for arts and cultural organizations preferred.

Experience

- Bachelor's degree or 3-5 years' experience with Capital Campaigns. This can include a degree in Marketing, Business, Nonprofit, or related fields.
- Nonprofit and fundraising-oriented background preferred.
- Successful ability to personally identify, cultivate and solicit individual donors, corporations and foundations.
- Requirement: Level 2 background check with fingerprints or proof of active clearance.

Work Conditions

- This is a position at the First Coast Cultural Center which requires the individual's workspace to be organized and presentable to the public.
- Works on-site during our normal business hours when the Center is open to the public.

- She or he works a standard work week but may be required to work some evenings and weekends to monitor or manage events or awareness activities.
- This position may be exposed to common house paint, patching material, and dust.
- May be required to move chairs, tables, and equipment for special events.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class. This job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary.

Accommodation

Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

I acknowledge that I have read and received a copy of this signed position description.

Signed

Dated