



## **Director of Development**

The American Creativity Association is seeking a volunteer Director of Development. The Director of Development will provide, establish, and administer the Association's fund-raising program. The job includes developing and implementing strategic plans to grow annual revenue by writing grant proposals and securing funding from corporate sources, foundations, and individuals, and performing related administrative tasks, such as fund development, information management, financial administration, and fiscal reporting. The Director of Development reports directly to Treasurer and works closely with the President and the Director of Business Operations and communicates regularly with the Board of Directors.

The ideal candidate will have at least a bachelor's degree and three years experience in charitable fund development, including demonstrated success in securing major and annual gifts from foundations and corporations and in meeting annual fund goals, development management, grant writing, sponsorships, and special events. The person should be a strategic thinker, proactive, and an effective team player with excellent relationship-building and written/oral communication skills. The position is expected to require, on average, eight to ten hours of volunteer time per month.

Please submit your cover letter and resume or CV to William Wurtz, President of the American Creativity Association, at [william.wurtz@gmail.com](mailto:william.wurtz@gmail.com). Membership in the ACA is not required to apply, but the successful applicant will be or must become a member. The position remains open until filled.