



Lubbock Entertainment &  
Performing Arts Association

## **JOB DESCRIPTION**

<b>POSITION</b>	Chief Development Officer
<b>ORGANIZATION</b>	Lubbock Entertainment and Performing Arts Association (LEPAA) & Buddy Holly Hall of the Performing Arts and Sciences
<b>DEPARTMENT</b>	Development
<b>REPORTS TO</b>	CEO
<b>POSITION TYPE</b>	Full Time/Exempt
<b>LOCATION</b>	Office/Hybrid

### **Position Summary**

LEPAA is seeking an experienced, dynamic Chief Development Officer to lead and direct all of LEPAA's fundraising and donor engagement activities. This position requires skill and experience that includes high-level strategic planning, management of day-to-day operations, and hands-on involvement in the areas of major gifts, annual fund, planned giving, special events, grants, corporate sponsorships, event sponsorships, naming rights, personal seat licensing, and capital campaigns. The CDO will work collaboratively with the CEO, the board, trusted advisors, the senior management team at Buddy Holly Hall, and partner/resident companies to ensure proper cultivation and stewardship of donors. This is an exciting opportunity to make a major impact on the future of the performing arts in Lubbock.

The most qualified applicants will have experience in the full spectrum of development activity in nonprofit settings and a history of fundraising success. Reporting to the CEO, the Chief Development Officer supervises the *Director of Annual Giving and Stewardship* and works closely with the CEO, the Director of Finance, the Development Committee, the Board and Trusted Advisors, BHH staff, and resident partner organizations.

### **Essential Duties and Responsibilities**

#### LEADERSHIP AND COLLABORATION

- Work with the CEO, providing counsel on development issues and fundraising strategies
- Participate as an essential member of LEPAA's leadership team
- Assist the CEO and others in translating LEPAA's mission, vision, and strategic plans into clear and compelling fundraising messaging and strategy
- Build and lead the development team
- Work in partnership with CEO and Development Committee to set strategic direction for development initiatives
- Participate in the identification, recruitment, and stewardship of Development Committee members and ensure their effective engagement
- Leverage organizational leadership through the facilitation of relationships/meetings between prospective major donors and the CEO, board members, and other key constituents

- Support the CEO through attendance at meetings of the Board of Directors and its committees as requested
- Serve as a community liaison, promoting LEPAAs and BHH and its programs to businesses, arts organizations, donors and other constituencies in the community
- Be an active member of the community, regional and state arts and culture organizations in pursuit of LEPAAs goals

#### FUNDRAISING and STEWARDSHIP

- Work with the Director of Annual Giving and Stewardship, the Development Committee, and others to develop and manage plans for all fundraising campaigns, including the annual fund, the Friends campaign, special events, corporate sponsorships, and personal seat license program
- Expand and refine the major gifts program, with direct responsibilities for identifying, cultivating, soliciting, and stewarding donors capable of contributing major gifts
- Explore the development of a planned giving program
- Maintain a portfolio of donor prospects along with engagement plans for each
- Grow and maintain donor relationships by arranging and participating in meetings with current and prospective donors and supporters on a continual basis
- Develop and maintain gift recognition programs
- Conduct grant seeking, including research, proposal writing, and reporting requirements
- Direct capital campaigns and other major fundraising drives including the Encore Campaign
- Provide expertise in all areas related to the fundraising database
- Coordinate the creation of materials to support fundraising activities

#### PLANNING, ASSESSMENT, AND BUDGETING

- Participate in LEPAAs ongoing strategic planning process, working with the CEO to plan, implement and monitor short-term and long-term fundraising strategies, goals, and tasks
- Work to assess and update fundraising systems and processes
- Collect, analyze, and interpret fundraising-related data; create reports; communicate results
- Make recommendations and develop strategies based on data and constituent feedback
- Develop, manage, and monitor the annual fundraising budget, as well as budgets for campaigns and special fundraising initiatives, and other special events/projects as required
- Generate new ideas, partnerships, and avenues to expand LEPAAs fundraising opportunities

#### **QUALIFICATIONS:**

##### MINIMUM:

- Bachelor's degree or the equivalent combination of education and experience
- Minimum of 5-7 years of professional fundraising experience in nonprofit settings, including demonstrated success across a broad range of fundraising activities
- Driven, self-starter, skilled in making donor visits and fundraising calls
- Enthusiasm for and commitment to LEPAAs mission
- Collaborative, team-oriented approach
- Proven track record of success in securing major gifts
- Leader with experience recruiting, supervising, and developing successful teams

- Experience recruiting, supporting, and motivating volunteers
- Ability to formulate strategic plans, develop and implement programs, and evaluate the success of these initiatives
- Ability to collect, analyze and interpret data; create reports; and communicate results and recommendations
- Highly effective communicator
- Excellent writing skills
- Strong analytical and problem-solving skills
- Effective planning and organizational skills
- Diplomatic
- Proficiency in fundraising software, Microsoft, Outlook

**PREFERRED:**

- Interest in and experience with performing arts is preferred
- Direct experience with writing grant proposals and or managing the grant process
- Passionate about the performing arts and arts education

**WORK ENVIRONMENT/OTHER**

This is a full-time, exempt position. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday. The position is afforded the flexibility to opt into a Hybrid work schedule that includes regularly scheduled hours in the Lubbock office along with an approved remote schedule. LEPAА may alter location work requirements at any time. Occasional evening or weekend hours are required.

Job description is not meant to be all-inclusive. Additional responsibilities may be added at any time by the CEO.

**COMPENSATION**

The salary range is \$90,000 - \$100,000 based on skills and experience.

**ABOUT THE ORGANIZATION**

Lubbock Entertainment and Performing Arts Association, a 501 (c)(3) nonprofit organization, raised funds to design, construct and now operate The Buddy Holly Hall of Performing Arts and Sciences in Lubbock, TX. LEPAА is dedicated to building community through extraordinary experiences, creative collaboration, and inclusive access to the arts, entertainment and education. Partnerships with Lubbock Independent School District, Ballet Lubbock, Lubbock Symphony Orchestra, The Buddy Holly Educational Foundation, and others allow the organization to ensure arts education remains a priority for students of all ages. We envision a community where every person experiences the transformative power of the arts.

**TO APPLY**

To apply please submit resume and cover letter to: [info@lepaa.org](mailto:info@lepaa.org)

LEPAА is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.