



**Job Title:** Director of Development  
**Reports to:** Executive Director  
**Classification:** Full-time, Exempt  
**Salary:** \$85,000-\$100,000 starting  
**Location:** Open (may be fully remote)  
**Travel:** Travel required for ACC events and donor meetings

### **About the American Craft Council**

ACC is a nationwide, membership-based nonprofit working to foster livelihoods and ways of living grounded in the artful work of the human hand, creating a more joyful, humane, and regenerative world. Building upon an 80+ year legacy of tradition and innovation, ACC seeks to galvanize a growing coalition of organizations, makers, and advocates at the forefront of a movement that supports craft-centered livelihoods and ways of living—an American craft renaissance.

We provide resources, recognition, and access to markets for artists and makers; share inspiring stories via our award-winning *American Craft* magazine and other platforms; and produce unique experiences that foster a broad appreciation of the handcrafted. Honoring a diversity of craft practices, we continue to cultivate an ever-expanding community—welcoming all who believe that making creates a meaningful world.

### **Position Summary**

The Director of Development is responsible for leading and executing ACC's fundraising and donor communication strategies to support our mission. This role will develop and implement a comprehensive fundraising plan, cultivate relationships with donors and funding partners, and collaborate with staff and board leadership to advance the organization's financial sustainability.

Working closely with the executive director and trustees, the Director of Development will identify new funding opportunities, enhance donor engagement, and ensure effective stewardship practices. This position will play a key role in engaging trustees in fundraising efforts, strengthening grant management and other development processes, and aligning fundraising strategies with ACC's programs and goals.

The ideal candidate is a strategic and relationship-driven professional with a strong background in nonprofit fundraising, donor communications, and grants management. Knowledge about and relationships within the field of American craft are preferred. Candidates must have excellent communication skills, commitment to ACC's mission, and the ability to inspire support from a diverse range of donors and funders.

## **Key Responsibilities**

### **Fundraising and Donor Communications**

- Develop and implement a strategic fundraising and communications plan that supports ACC's mission.
- Work collaboratively with the executive director and trustees to establish fundraising strategies and goals that align with the organization's vision and long-term sustainability.
- Use existing ACC programs and create experiential, donor-centered programs as needed to achieve fundraising and donor stewardship objectives.
- Identify, cultivate, and secure funding from a range of sources—including individual donors, foundations, and government funders—to strengthen and expand ACC's programs.
- Develop and maintain strong relationships with major donors and funding partners, ensuring a thoughtful approach to cultivation, solicitation, and stewardship.
- Work closely with internal colleagues and, when applicable, partner vendors to create engaging donor messages, marketing materials, and storytelling strategies that highlight ACC's impact.
- Oversee donor development and stewardship activities, including acknowledgment processes, financial tracking, site visits, and donor engagement strategies.
- Set clear goals, establish budgets, and monitor progress, ensuring fundraising and communications efforts are effective and continually improving.

### **Grants Management**

- Lead ACC's grant management efforts, ensuring ongoing prospect research, timely and high-quality proposals, compliance with funding requirements, and clear financial and impact reporting.
- Collaborate with the executive director, other colleagues, and partner vendors to ensure grant efforts align with organizational priorities and are effectively managed.
- Provide accurate and insightful reports on grant activity and funding performance to support strategic decision-making.

### **Other Job Functions**

- As a member of the executive director's leadership team, collaborate with the executive director and other team members to evolve and implement organization-wide strategies and foster a culture of philanthropy.
- Support and strengthen internal team efforts to maintain meaningful donor relationships through engagement, recognition, and impact-driven communication.
- Engage trustees in fundraising and equip them for success by providing guidance, training, and opportunities to connect with donors and advocate for ACC's mission.
- Stay informed on trends in philanthropy, nonprofit marketing, and fund development to ensure ACC remains effective and forward-thinking in fundraising strategies.

## **Job Qualifications**

### **Education & Experience**

- Bachelor's degree.
- College or professional development coursework in nonprofit management, communications, business, public administration, or a related field preferred.
- Knowledge about the field of American craft and experience leading fundraising efforts within it or an adjacent field preferred.

- Minimum of 5-7 years of experience in nonprofit fundraising, donor relations, or development, with a proven track record of meeting or exceeding fundraising goals.
- Experience cultivating major donors, securing grants, and managing fundraising campaigns. Experience managing special project and/or capital campaigns preferred.
- Knowledge of grant writing, grant management, and compliance with government and foundation funding requirements.
- Experience working with and engaging trustees in fundraising efforts.

#### Skills & Competencies

- Strong relationship-building skills with the ability to connect with donors, foundations, and community stakeholders.
- Excellent written and verbal communication skills, with the ability to craft compelling donor messages, grant proposals, and fundraising appeals.
- Strategic and analytical thinking with the ability to develop, implement, and measure fundraising strategies.
- Proficiency in donor database/CRM systems and fundraising software.
- Strong project management and organizational skills, with the ability to handle multiple priorities and deadlines.
- Knowledge of trends and best practices in philanthropy, donor engagement, and nonprofit fundraising.
- Ability to work independently while collaborating effectively with leadership, staff, and trustees.

#### **TO APPLY**

If this position sounds like a great fit, we want to hear from you! Please send your cover letter and resume to [employment@craftcouncil.org](mailto:employment@craftcouncil.org) with the subject heading "Director of Development."

**ACC will begin reviewing applications on July 15, 2025.**

*ACC is an equal opportunity employer and does not discriminate in any aspect of employment (including recruitment, hiring, promotions, discipline, terminations, wage and salary administration, benefits, and training) on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and will not tolerate discrimination or harassment based on any of the above characteristics.*