

Life on Earth Art is looking for a fund development director to raise funds for our social mission.

## ABOUT LIFE ON EARTH ART

Life On Earth Art creates handmade, large scale interactive art installations to foster global conversations and change.

And now Life on Earth Art is an invitation to the world. An invitation to gather, share stories, and make art to inspire connection, engender unity, and cultivate individual transformation to foster global conversation and change. Our unique approach fuses community artmaking, art therapy, large-scale art experiences and activism. We invite people to make paper mache winged hearts and be a part of something big, beautiful, and impactful. We use these hearts in installations, social protests, and public rituals. Life on Earth Art is an engine of uplift, connectivity, and healing.

Using the symbology of Winged Hearts and cages, Life on Earth Art dares to imagine a healed world. Because we know Life On Earth *is* Art.

Our current large-scale installation work is *Unbound*:

*Unbound* is Life On Earth Art's case study, proof-of-concept, and the catalyst upon which our mission and vision is framed and executed.

Aiming to destigmatize mental illness, *Unbound* transforms a hall at one of California's largest psychiatric treatment facilities, into an evocative space of healing and creativity through the creation and installation of nearly 1,000 large paper-mache hearts.

The project is led by 65 therapists for 1,200 patients and is supported by hundreds of community members.

In collaboration with the National Alliance on Mental Illness and school administrations, this project has also included students, veterans, and other groups in heart-making workshops.

## ABOUT THE POSITION

Reporting to the ED/Founder and the CFO, the fund development director is responsible for creating and implementing fundraising events and programs that will ensure financial growth in compliance with LOEA policies and procedures.

The fund development director carries out responsibilities in a manner that supports a collaborative culture that honors volunteer participants, individual and corporate donors, and private and government funders. In all aspects of their role, the fund development director strives to deliver quality results in a manner that is respectful and supportive of others and

helps build a strong team environment that fosters creative and innovative ways to increase the reach and impact of LOEA.

The fund development director will develop and implement fund raising methods to include but not limited to annual membership appeals, special events, restricted and unrestricted gifts, stock gifts, planned gifts and other forms of donation. They will be part of and collaborate with the Executive Team to create and implement the strategic fund development plan. The fund development director will deliver effective oral and written presentations to showcase LOEA to the community to effectively gain support and generate donations. They will educate staff, board, and volunteers to assist in sharing LOEA's work and raising awareness with focus on positive fundraising efforts. The fund development director will research and apply for applicable grants to assist LOEA in meeting funding needs.

Workdays/Hours: Monday-Friday/Evenings or Weekends as needed for events.

Status: Exempt/Salary, Full-time

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### Fundraising

- Responsible for the oversight, planning and implementation of a comprehensive fundraising program that secures significant financial support from individuals, foundations, corporations, and others.
- Establish protocols to develop and carry out fundraising events to highlight and support LOEA's work.
- Develop a diversified portfolio of fundraising events, institutional grantors, patrons, and public supporters.
- Attend events and establish relationships with the key players in the community.
- Collaborate with the Executive Team and Board to create and implement a strategic plan to raise funds for LOEA with clear and concrete objectives and timelines and manage the effectiveness of the plan in enhancing both corporate and individual relationships and contributions.
- Ensure that the fundraising development is carried out in ways that align with LOEA's values, mission, vision, and strategic plan.
- Develop fundraising plans and budgets to achieve growth over prior year.
- Attend Board meetings and present status updates on fundraising successes, projects and initiatives.
- Manage Grantor Relationships - Oversee the development, writing and tracking of grant proposals, engage with grantors, and identify, cultivate, and close new grant support opportunities.
- Adhere to best practices.

##### Administrative

- Maintain detailed records of both individual and corporate participation within CRM database to meet reporting requirements as well as ensure relationships are maintained and managed.
- Reconciliations of database and accounting software along with accounting team.
- Create procedures and templates for grant submissions, thank you letters, community engagement follow up.
- Create introduction packets including marketing collateral that can be used in fundraising and community outreach.
- Create and present reports for team and board meetings.
- Formally acknowledge donations and grant awards in a timely manner.
- Other duties as assigned.

Minimum Job Qualifications:

Bachelor's degree and minimum of 5 years in institutional or organizational fundraising, development or marketing, and the establishment of relationships with varied stakeholders; grant writing and reporting experience preferred.

Excellent verbal and written communication skills. Ability to effectively speak and present to individuals including high net worth donors, executive corporate management as well as small, mid-size and large groups. Ability to influence and engage a wide range of donors and build long-term relationships, possess an entrepreneurial spirit.

Other Job Requirements: Must maintain all laws and policies concerning confidentiality and security. Must be able to report to our Petaluma, CA location and attend local and regional events.

Compensation: We offer a competitive salary and benefits.

To apply: Please submit your resume along with a cover letter to [Admin@lifeonearthart.com](mailto:Admin@lifeonearthart.com).