



**CAMARGO  
FOUNDATION**

**JOB ANNOUNCEMENT**

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**CASSIS, FRANCE**

## **Director of US Fundraising and Strategic Partnerships**

The Camargo Foundation, an independent American 501(c)(3) non-profit organization based in Cassis, France is seeking a Tri-State Region based Director of US Fundraising and Strategic Partnerships to help implement the recommendations of a recently completed Business Development Plan. The Foundation, which was founded by artist and philanthropist Jerome Hill in 1967, runs world-renowned arts and humanities residencies in an exceptional environment overlooking the Mediterranean and at the center of the Aix-Marseille region. For more information please visit: [www.camargofoundation.org](http://www.camargofoundation.org).

### **JOB DESCRIPTION**

The Director of US Fundraising and Strategic Partnerships is a newly created position that will be responsible for implementing, in close partnership with the Camargo Executive Director and Cassis based staff, the Business Development Plan's major recommendations that: a) individual fundraising be significantly increased, and; b) institutional income be increased. They will also be expected to dedicate a limited amount of time to working on the secondary recommendations that: a) a major long-term partnership be developed with an American University or similar organization, and; b) additional earned income be generated from a limited number of one-time or short-term residency partnerships with US based organizations.

The major responsibilities of the position will include:

#### **1. Individual Giving**

- Board development.
- Researching and cultivating potential donors from the French-American and Francophile community.
- Developing a program alumni network and giving program.
- Organizing fundraising dinners and other events in the US.
- All required secure record keeping, follow-up and other activities to maintain the individual giving program.

#### **2. Institutional Fundraising**

- Identifying and researching potential corporate and foundation funders.
- Preparing and submitting letters of inquiry, grant applications and other materials.
- Stewarding relationships with funders and managing all reporting requirements.
- Arranging and attending funder meetings.
- Developing and maintaining an annual grant calendar.

- All required secure record keeping, follow-up and other activities to maintain the institutional fundraising program.

### **3. Long-Term Strategic and Earned Income Partnerships**

- Limited research to identify potential academic institution and other potential partners.
- Initiating contacts with potential partners.
- Supporting the Executive Director in negotiating the partnership.
- Manage US side of any agreed partnership.

### **4. Other**

- Work with the Executive Director and Board members to refine the organizational development plan.
- With the Board Chair and other Board members acting as the US representative of the Camargo Foundation in the absence of the Executive Director.
- Working with the Executive Director, Board members, and any outside consultants to arrange meetings with foundations, corporations and other potential funders for the Executive Director.
- Managing US arrangements for Board meetings.
- Any other matters reasonably requested.

### **REQUIRED QUALIFICATIONS AND SKILLS**

- A minimum of five years' experience of individual fundraising with a proven track record of success.
- Experience organizing small and medium sized fundraising events.
- An interest in and understanding of France and French culture, ideally with French language skills.
- Ability to work alone and unsupervised.
- Excellent written and interpersonal skills.
- Strong organizational and problem-solving skills
- Attention to detail.
- A willingness to work on some weekends and evenings.
- A willingness to travel occasionally for meetings in the US and France.

The Director of US Fundraising and Strategic Partnerships will be employed for four days per week and be overseen by the Executive Director. They will work from their home office and be the only US based Camargo Foundation Staff member. The salary will be up to \$75,000 depending on experience. A contribution to health insurance, equipment and office supplies will be offered. Three weeks of vacation (increasing to four weeks after 12 months of service) will be offered per year.

Please submit an application letter, writing sample and resume to: <jobs@camargofoundation.org>.

Applications will be accepted **until November 30, 2018**. In person interviews with selected candidates will take place in January 2019.

The Camargo Foundation is an equal opportunity employer.