



# CAMARGO FOUNDATION    JOB ANNOUNCEMENT

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CASSIS, FRANCE

## Director of Development in the US

The Camargo Foundation, an independent American 501(c)(3) non-profit organization based in Cassis, France is seeking a Director of Development based in the greater New York (City) area to help implement the recommendations of a recently completed Business Development Plan.

Founded by American artist and philanthropist Jerome Hill (1905-1972), the Camargo Foundation fosters creativity, research, and experimentation through its international residency program for artists, scholars, and thinkers. Since 1971 Camargo has hosted nearly 1,000 individuals working in the arts and humanities from all over the world. Located in Cassis, France, on the edge of the Mediterranean Sea, the Foundation offers time and space in a contemplative and supportive environment, giving residents the freedom to think, create, and connect.

Until recently, the Foundation's endowment could cover all its activities. Since 2014, the programs have been re-developed and the Foundation has grown accordingly, moving to a new stage in its development on both sides of the Atlantic. In 2021-2022, the Camargo Foundation will celebrate its 50<sup>th</sup> Anniversary and will organize a series of events and activities to increase its visibility and its income.

For more information please visit: [www.camargofoundation.org](http://www.camargofoundation.org).

### **JOB DESCRIPTION**

The Director of U.S. Development is a position that will be responsible for implementing, in close partnership with the Camargo Foundation Executive Director and Cassis-based staff, the Business Development Plan's major recommendations that: a) individual fundraising be significantly increased, in particular with the upcoming 50<sup>th</sup> Anniversary and; b) institutional fundraising be increased.

The major responsibilities of the position will include:

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

- Board development;
- Researching and cultivating potential donors;
- Developing a program alumni network and giving program, including communication materials (alumni newsletters, online appeals);
- Organizing fundraising dinners and other events in the U.S.;
- All required secure record keeping.

## 2. Institutional Fundraising

- Identifying and researching potential corporate and non-profit 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. Other

- Working with the Executive Director and Board members to refine the organizational development plan, and participate in the Fundraising Task Force meetings;
- Along with the Board Chair and other Board members, acting as the U.S. 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;
- Managing U.S. arrangements for Board meetings;
- Any other matters reasonably requested.

### REQUIRED QUALIFICATIONS AND SKILLS

- A minimum of five years' experience in 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;
- Be able to work alone and unsupervised;
- Ability to manage the +1,000-constituent database (Little Green Light);
- Excellent written and interpersonal skills;
- Strong organizational and problem-solving skills;
- Attention to detail;
- A willingness to work on some weekends and evenings;
- A disposition to travel occasionally for meetings in the U.S. and France.

The Director of U.S. Development 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 U.S.-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 March 29, 2020**. In-person interviews with selected candidates will take place in April 2020.

**EXTENDED DEADLINE BECAUSE OF THE GLOBAL HEALTH SITUATION: May 17, 2020.**

The Camargo Foundation is an equal opportunity employer. We are committed to diversity, equity, and inclusion and especially encourage members of underrepresented communities to apply.