



SAVANNAH BOOK FESTIVAL

Development Director

Position Summary

The Development Director leads all fundraising, sponsorship, and revenue development efforts for the Savannah Book Festival (SBF). This senior leadership role is responsible for developing and executing comprehensive strategies that ensure sustainable revenue growth and long-term financial stability.

Working closely with the Executive Director and Board of Directors, the Development Director fosters a culture of philanthropy, builds meaningful donor and sponsor relationships, and drives all contributed and earned revenue initiatives in support of the Festival's mission and growth.

Core Responsibilities

1. Fundraising & Revenue Development

- Develop and implement a comprehensive annual fundraising strategy
- Lead all revenue generation efforts, including individual giving, corporate sponsorships, foundations, and grants
- Cultivate, solicit, and steward major donors and sponsors
- Oversee grant research, proposal development, and reporting
- Develop and manage planned giving and legacy initiatives
- Diversify revenue streams to strengthen long-term sustainability
- Support and coach Board members in fulfilling fundraising responsibilities
- Oversee earned revenue initiatives (ticketed events, programs, etc.)



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2. Donor Relations & Stewardship

- Design and execute donor cultivation and stewardship strategies
- Ensure timely and meaningful donor recognition and benefit fulfillment
- Develop impact reporting and donor communications in collaboration with leadership
- Oversee host, patron, and VIP donor programs
- Create and manage donor engagement events and experiences

3. Sponsorship Development

- Develop and manage corporate sponsorship strategy and pipeline
- Secure and steward corporate partners at all levels
- Ensure fulfillment of sponsorship agreements in coordination with internal teams
- Build long-term partnerships that grow in value over time

4. Performance & Reporting

- Establish and track fundraising goals and key performance indicators
- Monitor donor growth, retention, and revenue trends
- Provide strategic recommendations and regular reports to the Executive Director and Board
- Maintain accurate records in donor databases and CRM systems



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5. Festival & Organizational Support

- Collaborate with Executive Director to align fundraising strategies with Festival planning and organizational priorities
- Support sponsor and donor engagement during Festival events
- Work cross-functionally to ensure seamless donor and sponsor experiences
- Perform additional duties as required to support organizational success

Qualifications

- Bachelor's degree required
- Progressive experience in nonprofit fundraising, development, or advancement
- Demonstrated success in securing major gifts and corporate sponsorships
- Strong grant writing and reporting experience
- Experience working with nonprofit boards and volunteers
- Proficiency in donor databases and CRM systems
- Knowledge of nonprofit financial principles and budgeting

Core Competencies

- **Strategic Fundraising Leadership:** Ability to design and execute comprehensive development strategies
- **Relationship Builder:** Skilled at cultivating long-term relationships with donors, sponsors, and community leaders
- **Revenue-Driven & Analytical:** Comfortable using data to inform decisions and measure success
- **Project Management:** Ability to manage multiple priorities in a fast-paced, event-driven environment



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- **Collaborative Leadership:** Works effectively with executive leadership, Board members, volunteers, and cross-functional teams
- **Communication Excellence:** Exceptional written, verbal, and interpersonal skills, particularly in donor-facing contexts

Ideal Candidate Profile

The ideal candidate is both strategic and hands-on—equally comfortable cultivating a major donor, closing a sponsorship, and managing fundraising operations. They are energized by relationship-building, passionate about literary arts, and motivated to build sustainable funding that ensures the Festival’s continued impact.

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