



NEW ORLEANS JAZZ & HERITAGE FOUNDATION, INC.

NOW HIRING

Position Title:	Director of Development
Department:	Development
Reports To:	Interim Executive Director
Employment Type:	Full-Time, Exempt
Compensation:	Commensurate with Experience and Qualifications
Location:	New Orleans, LA (Hybrid)

■ ABOUT THE FOUNDATION

The New Orleans Jazz & Heritage Foundation is a nonprofit organization dedicated to celebrating and sustaining the vibrant cultural heritage of New Orleans and Louisiana. Its assets include the New Orleans Jazz & Heritage Festival, WWOZ 90.7 FM, and the Don "Moose" Jamison Heritage School of Music. The Foundation supports year-round programming through community events, grant-making, arts education, and small business development initiatives that uplift local artists and preserve regional traditions.

None of this work happens without the generosity of the donors, funders, and partners who believe in it. We are looking for a development leader who can build the lasting philanthropic relationships that turn that belief into resources — and those resources into impact.

■ THE OPPORTUNITY

The New Orleans Jazz & Heritage Foundation is seeking an experienced, strategic Director of Development to lead our comprehensive fundraising and development function. This is a senior leadership role at the heart of our mission, responsible for securing the financial resources that advance everything we do.

Reporting directly to the Interim Executive Director, you will partner closely with the Board of Directors, Senior Leadership Team, and external stakeholders to design and implement a multi-channel philanthropic strategy spanning individual major gifts, corporate sponsorships, foundation grants, planned giving, and capital campaigns. This is a highly external-facing role requiring independent judgment, discretion, and genuine relationship-building skill. If you are energized by turning connections into impact — and ready to help lead a cultural institution's next chapter — we want to hear from you.

■ WHAT YOU'LL DO

Annual Fundraising & Revenue Development

- Develop, implement, and track an annual fundraising plan with measurable goals across individual giving, corporate sponsorships, foundation grants, and earned revenue
- Lead the Foundation's major gifts program, managing a personal donor portfolio and overseeing prospect research, cultivation, solicitation, and stewardship
- Direct multi-channel annual fund campaigns and expand the Foundation's planned giving program
- Lead capital campaign planning and execution, including strategic infrastructure investments
- Lead sponsorship solicitation and fulfillment for the Jazz Fest Gala and other Foundation events

Stakeholder Collaboration & Strategic Alignment

- Partner with the Interim Executive Director to align development strategy with organizational vision and priorities
- Collaborate with Finance, Communications, and Programming to ensure accurate reporting, brand consistency, and integrated campaigns
- Serve on Board Committees as assigned, providing regular fundraising updates, pipeline reports, and strategic recommendations

Special Events & Community Engagement

- Manage the Foundation Hospitality Lounge at the New Orleans Jazz & Heritage Festival
- Lead fundraising and sponsorship activities for the Jazz Fest Gala and community festivals, including the Crescent City Blues Festival and Treme Creole Gumbo Festival

Community Representation & External Relations

- Represent the Foundation at civic, cultural, and philanthropic events, including evenings and weekends
- Build and maintain relationships with local, regional, and national funders, foundations, and corporate partners

Development Administration & Systems Management

- Build and manage the Foundation's CRM and donor database systems, establishing best-practice data hygiene
- Oversee grant compliance and reporting, and produce fundraising literature, proposals, and stewardship reports

Staff Supervision

- Directly supervise the Development Operations & Grants Manager, with oversight of interns and contractors
- Establish performance expectations, provide ongoing coaching and feedback, and conduct timely, documented performance evaluations

■ WHAT WE'RE LOOKING FOR

Required

- Bachelor's degree in nonprofit management, business administration, communications, public administration, or a related field
- Minimum 5 years of progressively responsible experience in nonprofit fundraising and development
- Demonstrated experience managing major gifts, corporate sponsorships, foundation grants, and individual giving campaigns
- Minimum 2 years of supervisory or staff management experience
- Proven track record of meeting or exceeding annual fundraising revenue goals
- Demonstrated ability to identify, cultivate, and secure funding relationships with regional and national funders — not solely within the local New Orleans donor market

Preferred

- Master's degree in a relevant field
- Certified Fund Raising Executive (CFRE) credential or equivalent
- Experience with capital campaign planning and execution
- Experience in arts, culture, or heritage-sector nonprofit organizations
- Familiarity with Raiser's Edge or comparable donor management software
- Demonstrated experience building authentic relationships with diverse and underserved communities and stakeholder groups, not limited to traditional donor circles

■ COMPENSATION & EMPLOYMENT

This is a full-time, exempt (Executive/Administrative) position. Compensation is commensurate with experience and qualifications. The Foundation operates a hybrid work schedule; the specific in-office and remote schedule is established at the discretion of the Interim Executive Director based on organizational needs. This role requires flexibility to work evenings and weekends for Foundation events and donor engagements.

■ HOW TO APPLY

To be considered, please submit the following to hr@jazzandheritage.org with the subject line "Director of Development — [Your Name]":

- A current resume
- A cover letter describing your interest in this role and your relevant experience

Applications will be reviewed on a rolling basis. The position will remain open until filled. We strongly encourage candidates from diverse backgrounds who are passionate about the Foundation's mission to apply.

■ EQUAL EMPLOYMENT OPPORTUNITY

The New Orleans Jazz & Heritage Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation, gender identity, or any other protected characteristic.