



**POSITION:** Director of Development

**REPORTS TO:** The Executive Director

### **ORGANIZATION OVERVIEW**

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Founded in 2010 by civic leaders in Denver, Colorado, the Biennial of the Americas is a nonprofit 501(c)(3) organization built around the transformational idea that the north-south axis is a valuable and underrecognized source of ideas, art, and culture. The Biennial connects communities across the Western Hemisphere through four strategic pillars:

- Amplify and Embrace Diverse Cultures
- Build City-to-City Connections
- Feature and Promote Rising Leaders
- Create Educational and Cultural Opportunities

We connect communities across the 35 nations of the Western Hemisphere through art, ideas, and cultural programming — and we do it from Denver, Colorado, a city we believe is uniquely positioned to be a global connector.

Through flagship events, international summits, artist residencies, membership experiences, and weekly community programming, we build the relationships and shared understanding that make hemispheric collaboration possible. We are a small, ambitious team that operates with the spirit of a big idea.

### **ABOUT THE POSITION**

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The Biennial of the Americas is seeking a dynamic, relationship-driven Director of Development to lead the organization's membership, revenue development, and community engagement efforts. This senior leader owns the Biennial's membership, sponsorship, and community revenue engine — a portfolio of approximately \$1.5 million — and is the primary relationship manager for the donors, members, civic partners, and sponsors who make our work possible.

This role directly supervises the Grants & Impact Manager and serves as a key liaison to the Board of Directors. The Director of Development sets the tone for how the Biennial shows up in the community: warm, professional, globally minded, detail oriented and deeply invested in the people and organizations that power our mission.

This is an ideal opportunity for a senior development or membership professional who excels at cultivating relationships, managing complex revenue portfolios, and building community around a mission—and who is genuinely excited about arts, culture, and hemispheric connection.

## **KEY RESPONSIBILITIES**

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This is a relationship-first, results-driven role with real ownership and visibility across the organization. You will manage multiple revenue streams simultaneously, lead a direct report, and serve as a visible ambassador for the Biennial across Denver's civic and cultural landscape.

Responsibilities include but are not limited to:

- Lead all recruitment, cultivation, fulfillment, and renewal for the Circle of the Americas — the Biennial's institutional sponsorship program — stewarding and cultivating a portfolio of 50 members.
- Own the Culture Club membership program, driving recruitment, renewals, benefits fulfillment, and retention toward a goal of 500 active members.
- Lead table and ticket sales for the Americas Leadership Luncheon, including seating grid management and sponsor stewardship.
- Recruit and manage Americas Summit delegates (goal: 90 per summit), from outreach through on-site engagement and multi-year retention.
- Oversee engagement and cultivation events including weekly CultureHops, monthly Culture Club and every other month Roundtables.
- Directly supervise the Grants & Impact Manager, providing day-to-day guidance, performance feedback, and professional development support.
- Collaborate with the Grants & Impact Manager on Circle proposals, sponsorship fulfillment, donor impact reports, and the year-end campaign.
- Serve as a Board liaison, supporting meeting preparation, board communications, and cultivation follow-through.
- Maintain the organization's CRM as the system of record for all membership, donor, and stakeholder relationships, ensuring data integrity and generating regular reports for the ED and Board.
- Build and sustain partnerships with the Colorado business community, Foundation community cultural partners, civic organizations, and community groups to strengthen programming and organizational visibility.

- Provide excellent stakeholder experience at every touchpoint — from first outreach through multi-year renewal.
- Partner with the Executive Director to set annual revenue targets and renewal-rate goals for the Circle of the Americas, Culture Club, and Luncheon/Summit portfolios, and report progress against these targets on a regular basis.
- Support planning for any capital campaign or major one-time fundraising initiative (e.g., tied to the 2027 Biennial), partnering with the Executive Director on strategy and execution as needed.

## QUALIFICATIONS

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To thrive in this role, you are a natural connector who brings warmth, professionalism, and genuine curiosity to every relationship. You are as comfortable in a room with civic leaders and corporate partners as you are welcoming new Culture Club members at a Friday CultureHop. You are organized enough to manage a complex revenue portfolio and entrepreneurial enough to build something that keeps growing.

- 8+ years of progressive experience in nonprofit development, fundraising, membership management, sales or a related field.
- Demonstrated success managing revenue portfolios and meeting or exceeding fundraising and membership goals.
- Strong relationship-builder with a warm, professional presence and the ability to connect authentically with a diverse range of stakeholders—from community members to civic leaders, artists, and corporate partners.
- Experience managing membership programs, donor cultivation pipelines, or corporate sponsorship portfolios.
- Proficiency with CRM (Zeffy) systems and a commitment to data accuracy and integrity.
- Exceptional organizational and project management skills, with the ability to manage multiple concurrent priorities and revenue streams.
- Comfortable working in a fast-paced, event-driven environment with evening, weekend and international availability.
- Strong written and verbal communication skills; experience with donor or stakeholder communications is a plus.
- Genuine passion for arts, culture, international affairs, and the Biennial's mission to connect communities across the Western Hemisphere.
- Experience with Google Workspace, Mailchimp, or similar tools is a plus.
- Bilingual English/Spanish is a plus but not required.

## COMPENSATION & BENEFITS

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- Salary: \$85,000 - \$105,000 annually, depending on experience.
- Comprehensive benefits package including medical, dental, vision, and retirement plan.
- Unlimited paid time off, with a required minimum of two weeks annually.
- Office closure between December 24 and January 2.
- Downtown Denver office with complimentary meals/snacks and a \$125 monthly parking stipend.
- Hybrid and flexible work environment with opportunities for international travel.

As an organization rooted in the diverse cultures of the Americas, the Biennial is committed to fostering an inclusive environment for all. We do not discriminate against any person or organization based on age, race, sex, color, creed, religion, national origin, native language, sexual orientation, transgender status, gender identity, gender expression, genetic information, ancestry, marital status, gender, veteran status, military status, political service, affiliation or disability. We believe that embracing diversity strengthens our mission to connect communities, promote unity across borders, and celebrate the rich cultural landscapes of the Americas.

Interested applicants are invited to submit a resume and cover letter via email to Executive Director FloraJane DiRienzo at [florajane@biennialoftheamericas.org](mailto:florajane@biennialoftheamericas.org).

Applications will be reviewed on a rolling basis and will remain open until the position is filled.