



## **Development Manager**

### *Job Purpose*

Arts One Presents seeks an ambitious, nonprofit fundraising professional with a love for arts, education, and community building to join its team as Development Manager. The Development Manager will play a pivotal role in the organization's growth, manage and oversee fundraising initiatives and oversee marketing and public relations on behalf of the organization.

The Development Manager, reporting directly to the Executive Director, is responsible for strategies, initiatives and implementation that increase constituency engagement and achieve contributed income goals. This position cultivates and stewards individual and corporate donors and prospects, oversees annual grants of corporate and family foundations and provides leadership for multiple volunteer boards and committees. Responsibilities also include the development of genuine relationships and creative collaborations in order to secure financial resources that advance AOP's mission and vision.

### **Primary Duties & Responsibilities**

- Create and implement strategies to achieve short- and long-term fundraising objectives.
- Provide monthly income projection reports, track progress and analyze data toward fundraising goals.
- Expand departmental capacity to leverage the capabilities of the database—the donor customer relationship management software.
- Create and oversee development and event expense budgets to ensure the prudent stewardship of the organization's resources.
- Collaborate with leadership to identify opportunities for securing major gifts for programs and initiatives with comprehensive plans for cultivating and soliciting prospects.
- Participate in organizational planning efforts.
- Steward portfolio of current individual donors, as well as qualified prospects, and develop strategies for personally moving prospects through the donor cycle.

- Oversee the management of the annual grants calendar including reviewing grant submissions, Letters of Interest (LOIs), grants reporting, and overall project management.
- Oversee the fulfillment of sponsor benefits and provide timely reports for sponsors and donors regarding the stewardship of their support.
- Serve as a key member of the collaborative team creating AOP's annual fundraiser.
  - Identify and engage both individual and corporate prospects in participation through committees, tickets, sponsorships, and other donations.
  - Ensure alignment of financial goals with volunteer engagement, messaging, production, and customer experience.
- Steward donor and prospect information in the database, including notes on interests and contacts.
- Manage portfolio of Board donors, serving as a liaison and identify ways for them to be actively engaged in programming.
- Participate in planning and operations of board and volunteer committees, as assigned.
- Create relationships with other community-based projects/nonprofits and attend relevant local community meetings.
- Research and utilize a data-driven projection nonprofit market report to assess how donors are giving, to whom they are giving, and what philanthropic projects and events are the most successful in our region.
- Other duties as assigned.

**Education and/ or Qualifications:**

- Bachelor's degree in an applicable field is required
- Two (2) or more years of relevant fundraising experience is preferred
- Experience working with a donor database is preferred
- Proficient in Google Drive and Microsoft Office – Excel and Word is required.
- Excellent organization and problem-solving skills
- Strong communication skills and ability to foster effective relationships with vendors, presenters, and other partners
- Ability to multitask and prioritize
- Ability to work in a highly flexible, collaborative work environment
- A love for the arts, education, and building communities
- Commitment to Diversity, Equity, Access, and Inclusion

**Skills and Abilities:**

- Familiarity and proficiency with project management tools
- Ability to rapidly adapt and respond to changes in environment and priorities.

- Ability to work independently, perform multiple tasks, complete tasks on schedule and respond to deadlines, and interact effectively with people inside and outside the organization.
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability to contribute to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
- Belief in art and culture institutions as a cause for social good and a positive, dynamic force for economic development.

### **Physical Demands & Work Environment:**

- This position frequently communicates with donors, vendors and teammates. Must be able to exchange accurate information in these situations.
- This position frequently moves objects weighing up to 20 pounds for various even needs.
- This person needs to move about the inside of the office and events. This requires the ability to sit and stand for long periods of time.
- This position is essential to AOP events. This requires work hours during evenings and weekends, as applicable.

### **Application and Hiring**

Hiring Timeframe: September 2023

Full Time: Salary

Annual Salary: \$40,000, commensurate with experience

14 Paid Holiday Days Off

PTO eligible after 90 days of employment

To apply, submit your resume, cover letter, and three references to Anne Jackson at [anne@artsonerepresents.org](mailto:anne@artsonerepresents.org) with the subject line "Development Manager Position."

### **About Arts One Presents:**

Arts One Presents empowers artists, enriches business, and engages community through accessible and inclusive visual and performing arts experiences. Our vision at Arts One Presents is to foster thriving and inclusive communities through the power of art.

Values:

- We promote a community committed to artistic integrity and inclusion, representing diverse voices of our region.

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- We inspire, challenge, and support unconventional thinkers, dreamers, and doers who are passionate about using their creative works to impact society.
- We connect performing and visual arts with business and the community, expanding artistic possibilities, outcomes, and lives through creative collaboration.