Development Manager

info@artEquity.org

Launched in 2015 as a national initiative, artEquity provides tools, resources, and training at the intersection of art and activism. With over 5,000 individuals trained, and a growing alumni community, artEquity is building a broad base of individuals and organizations who are strategically poised to create and sustain a culture of equity, inclusion, and justice through arts and culture.

Team Approach
artEquity works with a team approach based on administrative and project needs. A member of the leadership team, this position reports to the Deputy Director and will be the team lead for the following area: Development.

Responsibilities/Duties
Working with a dynamic team of staff and facilitators, the Development Manager leads all fund development strategy and provides oversight for fundraising operations including work plan management, annual campaign implementation, data integrity, donor communications, and grants management. As a member of a collaborative national team, the Development Manager will work remotely, attending teleconference and video meetings, as well as periodic in-person meetings and trainings. Primary duties will include, but not be limited to:

Strategy and Work Plan Management
- Manage development strategy to support strategic plan implementation including progress tracking, program budgeting, donor cultivation, and prospect mapping.
- Lead correspondence with funders and contacts.
- Maintain a timeline for grant deadlines and reports, major donor interactions, and annual campaigns.
- Manage annual giving campaigns including End-of-Year, For the Love of Justice, and the Summer of Love.

Data Management and Research
- Assist with database management and clean-up to ensure accurate tracking.
- Manage fundraising event income and RSVP tracker spreadsheets.
- Support Operations Manager and Deputy Director as needed to collect information for the annual audit.
- Work with the Operations Manager to reconcile gift data with the finance system.

Donor Engagement and Acknowledgment
- Provide oversight for all donor gift processing and the drafting of acknowledgment letters.
- Draft donor correspondence including annual appeal solicitations, acknowledgment letters, and other special letters.
- Ensure proper donor recognition on website, eBlasts, and other digital and print materials.

Grants Management
- Manage workflow for grant applications and grant reporting.
- Create drafts of proposals and reports incorporating input from program leads.
- Draft correspondence with foundations and other institutions.
Development Manager

General Administration

- Participate in scheduled team calls as needed.
- Participant in team retreat and renewal events.
- Participate in anti-racist working group(s)/training and anti-ableism working groups/training as appropriate.

Skills

- Have four or more years of experience in non-profit fundraising.
- Have familiarity with the arts and culture funding landscape
- Have a commitment to social justice and art activism.
- Have demonstrated project management experience.
- Have excellent written and verbal communication skills, including communicating with empathy and clarity with existing and prospective collaborators, staff, and funders
- Have a willingness and ability to engage in strategic thinking and planning.
- Have an interest in and/or familiarity with the arts.
- Have a high level of discretion and ability to review and safeguard confidential data and information.
- Have a commitment to ongoing self-reflection, awareness, and analysis-building.
- Have the ability to collaborate and skillfully receive and integrate feedback non-defensively.
- Must be able to work independently, having strong decision-making skills, and also work collaboratively as part of a dynamic team.
- Must be familiar with both Microsoft Suite and Google Drive platforms, project management software (Asana), Wix, MailChimp as well as all social media programs.
- Must have experience with database systems and database reporting.
- Must be extremely organized and detail-oriented.
- Access to local transportation and be willing to make local and national trips and drive on behalf of artEquity when needed.
- Experience with facilitating group dialogue is a plus.

Job Status: Full-time (40 Hours), Hourly, Non-exempt Employee

Compensation

- 40 hours/week staff position at $29 - $38/hour ($60,320 - $79,040 annually)
- Health and dental (employer pays 50%)
- Access to Vision plans
- Professional development stipend
- Wellness stipend
- Technology stipend
- Access to 401K (non-matching)
- 14 Paid holidays
- Paid Time Off accrual
- One-week paid summer break
- Two-week paid winter break

Commitment to equity and social justice

artEquity is committed to creating a diverse and inclusive environment. Applicants from populations historically underrepresented in the arts field are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.

www.artEquity.org