



Job Description

Development Manager

Classification:

Full Time / Non-Exempt / Hourly

Reports To:

Executive Director

Directly Supervises:

Grant Writer (Contracted)
Development Interns

About Arts @ Large: *Founded in 2001, Arts @ Large activates Milwaukee's communities to build environments that support arts-rich, lifelong learning. Our mission is to ensure that everyone has access to the arts.*

Job Summary: The Development Manager (DM) is a key role responsible for planning, managing, and executing the fundraising strategies of Arts @ Large. The Development Manager will oversee all aspects of fundraising including donor stewardship, securing gifts from foundations, corporations, individuals, in-kind resources, and special events. In addition, this position collaborates with program and marketing colleagues to craft communication materials, directing all organizational storytelling across platforms (grant writing and reporting, direct mail program, donor stewardship, print and digital media, and in the community). The DM works closely with the Executive Director to effectively promote the organization to all stakeholders.

Duties and Responsibilities:

Fund Development (45%)

- Collaborate with the Executive Director (ED) to create and implement an annual fund development plan which maintains renewed funder commitments, and increases revenue to support the strategic goals of the organization.
- Create, implement, and monitor grant writing and reporting schedule.
- Oversee direct mail and all multi-channel online solicitations (email, social media, etc.).
- Manage Donor relationships:
 - Identify and develop foundation, corporate, community, and individual prospect relationships (including conducting prospect research and donor profiles for the Executive Director).
 - Ensure donor recognition and stewardship across all print, digital, and media platforms. Execute a donor stewardship program that details proper donor acknowledgment. This includes overseeing all aspects of an Annual Report, newsletters, and other donor communication materials in addition to providing writing support for major donor and individual contribution letters and acknowledgments.
 - Works with Executive Director to implement Moves Management program and Relationship Action Plans (RAP) for all current and prospective major gift donors.
 - Coordinate all donor/prospect tours and on-site visits.
 - Ensure accurate visit/call reports for all donor visits are done promptly and follow donor database guidelines.
- Foster an understanding of philanthropy within the organization, working with colleagues to understand needs and creating a collaborative system for capturing and reporting on program impact.

Special Events (25%)

- Oversee the planning and execution of special fundraising events as specified in the fund development plan:
 - Develop marketing and sponsorship packages; direct solicitation of sponsorship, underwriting, and in-kind gifts related to events.
 - Coordinate all special fundraising campaigns (Giving Tuesday, etc.).

Department Operations (25%)

- Oversee administrative tasks of the Development department, including gift entry, gift acknowledgment, and reporting.
- Prepare Board reports.
- Manage department budget; in collaboration with the Executive Director, build annual revenue and expense budgets.
- Manage and process all donor gift agreements.
- Oversee the administration of a donor database.
- Serve as the lead staff member of the Development Committee.

Staff Management (5%):

- Manage contracted grant writer and paid development interns.
- Develop long-term relationships with internship coordinators at the college level for seasonal department interns.

Qualifications/Requirements:

- Bachelor's degree in a related field is required.
- A minimum of 2-3 years of professional nonprofit agency experience working in a direct fundraising role.
- Experience raising funds through special events, direct mail, direct solicitation, or multi-channel online solicitation.
- Highly motivated individual with excellent interpersonal skills (public speaking, writing, and presentation skills) and a passion for the arts.
- Highly organized and detail-oriented, with strong project management skills.
- Experience working with and utilizing a donor database system.
- Ability to research and write grants.
- Ability to work collaboratively with people of diverse backgrounds.
- General understanding of budget and fiscal management processes.
- Knowledge of and adherence to ethical standards of the development profession.
- Ability to develop and maintain positive relationships.
- Proficiency in MS Office Suite and Google Suite. Experience with the Adobe Creative Suite or Canva preferred.
- Must have a valid driver's license.

Arts @ Large is an AA / EEO employer strongly committed to maintaining a climate supporting equality of opportunity and respect for differences based on gender, culture, ethnicity, disability, sexual orientation, marital status, race, color, religion, national origin, or ancestry, age and lawful activities.