



**POSITION: DEVELOPMENT MANAGER**

*Updated August 2018*

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*This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, duties, responsibilities, or working conditions associated with the position.*

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**SUMMARY DESCRIPTION & PRIMARY RESPONSIBILITIES**

Develop and retain financial, in-kind, and volunteer resources of the Association. Cultivate and maintain strong relationships with members, individuals, organizations, corporations, foundations, and major donors. Promote a donor-centered culture of philanthropy in collaboration with the Executive Team, Executive Committee, Board members, Association members, and volunteers.

**ESSENTIAL FUNCTIONS:**

**Annual Fund, Fundraising Appeals, In-Kind Trade Agreements, and non-art Gallery Rentals**

- Assist in setting fundraising goals and strategies, creating the theme and timing of appeals, and drafting solicitation materials.
- In collaboration with the Executive Director, identify, cultivate, and solicit major donors.
- Develop and manage in-kind trade agreements (e.g., The Day advertising program, etc.)
- Assure the accuracy, security, and confidentiality of donor records.
- Promote and manage non-art Gallery Rentals (e.g., weddings, business meetings, Midsummer Festival, etc.).

**Fundraising Events**

- Work closely with Fundraising Committee volunteers (e.g., Palate to Palette, Swing for Art, etc.) in the planning, implementation, and follow up for special events.
- Develop and implement plans that attract and retain cash sponsorships and in-kind support for special events.
- Support the efforts of committee volunteers in planning and presenting fundraising events.

**Exhibition Sponsorships**

- Develop contacts in diverse sectors of the community in order to identify, cultivate, and secure sponsors for all exhibitions.
- Manage stewardship strategies for the retention of exhibition sponsors.
- Support the efforts of staff and volunteers in planning and presenting opening receptions.

**Membership**

- Research, develop and implement plans and strategies to improve the recruitment and retention of Association members.
- Develop and recommend a clear and compelling case for membership support and created collateral materials in support of that case.



**The Development Manager is a part-time position.** The Development Manager reports to the Executive Director. The Development Manager shall attend all meetings of the Board of Directors and Executive Committee.

**The ideal candidate will possess the following experiences and abilities.**

- A four-year college degree or registered as a Certified Fund Raising Executive (CFRE).
- A proven track record of fundraising, marketing, and public relations.
- Experience with the solicitation of grants from public and private foundations and/or governmental agencies.
- Excellent interpersonal, communication (oral and written), and team building skills.
- Detail and deadline oriented with strong multi-tasking skills, able to manage change.
- Computer literate (Microsoft Word and Excel, QuickBooks, knowledge of database systems, social media, etc.).
- Able to work a flexible schedule, including nights and weekends as required.
- Valid driver's license.
- Able to climb stairs
- Able to lift 50 lbs.