



## **Job Announcement: Development Manager**

**Organization:** The d'Art Center

**Position Type:** Full-Time with Benefits

The d'Art Center is seeking a dynamic, self-motivated, and skilled professional to join our team as **Development Manager**. This is an exciting opportunity for a passionate advocate of the arts, community engagement, and nonprofit philanthropy to make a lasting impact.

The Development Manager is a key team member responsible for directing and executing the Center's comprehensive development program, including membership, annual fund, major gifts, grants, and sponsorships. As part of a nonprofit operating a 10,000-square-foot multi-use venue, this role is vital to sustaining and growing the Center's mission.

This position reports directly to the Executive Director.

---

### **Key Responsibilities**

#### **Development Program Leadership**

- Lead and grow the Center's development program, currently generating approximately \$350,000 annually through membership, grants, and sponsorships.
- Develop and monitor annual development plans, goals, and budgets.
- Expand and diversify the Center's donor base and revenue sources by cultivating prospective donors and exploring innovative fundraising strategies.
- Works with fellow staff and board members to identify, cultivate, solicit and steward corporate sponsors for performances, gallery exhibitions, and other special events.

#### **Grant Management**

- Research grant opportunities, develops compelling proposals, and builds strong relationships with funders.
- Steward foundation relationships, ensure compliance, and prepare accurate grant reports.

#### **Donor Cultivation and Stewardship**

- Identify, cultivate, solicit, and steward individual donors, corporate sponsors, and members.
- Conduct at least 10 outreach meetings or phone calls per month for donor discovery, cultivation, solicitation, or stewardship.



- Facilitate opportunities for the Executive Director and board members to engage potential donors.

### **Corporate Sponsorships and Partnerships**

- Work with staff and volunteers to secure business sponsorships for performances, gallery exhibitions, and special events.

### **Database Management and Acknowledgements**

- Oversee donor database management, direct mailings, and timely gift acknowledgment, in collaboration with the Administrative & Program Coordinator.

### **Fundraising Events**

- Plan and execute two annual fundraising events.
- Collaborate with the Special Events Committee to manage the annual fundraiser and other special event initiatives.

### **Community Engagement and Representation**

- Represent the Center's mission and programs positively within the community.
- Attend gallery receptions and other Center events to engage with donors and support event management.

### **Training and Development**

- Provide development training for board and staff members to enhance their knowledge and effectiveness.

### **Additional Duties**

- Perform other tasks as required by the Executive Director.

---

### **Qualifications**

- A minimum of 3-5 years of experience in nonprofit development.
- A passion for the arts, community engagement, and nonprofit work.
- Strong leadership, communication, and interpersonal skills.
- Excellent people skills, and the ability to work collaboratively with multiple constituents, including board members, volunteers, members and donors.



- Proven experience in fundraising, grant writing, and donor cultivation.
- Ability to manage multiple projects, meet deadlines, and maintain attention to detail.
- Proficiency in using technology (Microsoft Office Suite), donor management software and development best practices.
- A bachelor's degree is preferred.

This is a full-time, salaried, permanent position within the d'Art Center. Evening and weekend hours are sometimes required for exhibitions, receptions, and special events. Benefits for this position include paid time off for vacation, sick time, holidays, and more.

To apply: Please send an email with a résumé, cover letter, and writing sample attached to [jobs@d-artcenter.org](mailto:jobs@d-artcenter.org) with Development Manager in the subject line. Your writing sample should be nonprofit fundraising (e.g., a solicitation letter or a portion of a grant request).

Applications received by January 31, 2025, will receive priority consideration; however, applications will be accepted until the position is filled. For more information about the d'Art Center, please visit our website: [www.d-artcenter.org](http://www.d-artcenter.org). The successful candidate will also be required to consent to a background credit.

The d'Art Center is an Equal Opportunity Employer (EEO) and supports diversity across all lines of difference, including race, age, economic circumstance, ethnicity, sex, range of ability, religion, sexual orientation, and gender identity/expression. All candidates for employment will be considered without prejudice and with full regard to all applicable federal, state, or local laws.