

JOB DESCRIPTION

Development Manager

Department: Development

Reports to: Development Officer

Classification: Full-time (30 hours within a four-day workweek), fully remote, FLSA Exempt

Job Location: Must reside in one of Arts Midwest's regional states (IL, IN, IA, MI, MN, ND, OH, SD, or WI) or in a Native Nation that shares this geography. We will not consider remote applicants outside these states.

Salary and benefits: \$55,000 annually plus generous [benefits package](#), including health, dental, life, PTO, paid family leave, and more

Application Instructions: Please submit your letter of interest, resume, and 3 professional references via our online application portal by **May 11, 2023**. Arts Midwest is committed to maintaining a workforce that is diverse across many lines of difference. We strongly encourage people of color, Indigenous people, veterans, and people with disabilities to apply for this position.

About Arts Midwest

Arts Midwest amplifies the power of our region's creativity. We support, inform, and celebrate arts organizations and creative communities in Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin, the Native Nations that share this geography, and beyond. As one of six nonprofit United States Regional Arts Organizations, we work to strengthen local arts and culture efforts in partnership with the National Endowment for the Arts, state agencies, private funders, and many others. Since our founding, we have awarded more than 6,000 grants totaling nearly \$60 million. Each year, we serve more than 700,000 individuals across more than 300 communities in the Midwest and beyond. We nourish the creative roots of the Midwest, confident that our region will continue to sow the seeds that inspire the world.

About You

We are excited about applicants with 3+ years of experience in fundraising, including experience writing grant proposals and managing a donor database. We think you would be a great fit for this role if you have strong writing skills; knowledge of local, regional, and national funders; familiarity with the principles of Community-Centric Fundraising; experience working with CRM databases, including managing data and creating reports; and

can manage competing deadlines. This role is great for someone who wishes to serve as the lead grant writer for an organization.

Job Summary

Arts Midwest is hiring a Development Manager to implement and manage Arts Midwest's organizational fundraising activities, including preparing and submitting funding requests and reports, processing gifts, and managing fundraising data.

This role thrives on taking initiative and managing deadlines; building relationships; and communicating Arts Midwest's mission, vision, values, programs, and impact. They are part of the Development and cross-organizational teams who share leadership to achieve specific project and organizational outcomes. This work seeks to advance the vision, goals, and impact of the organization and is rooted in Arts Midwest's commitment to equity, integrity, and learning.

Responsibilities and Accountabilities

Planning + Setting Vision

- Collaborates with Development Officer to create measurable annual and multi-year fundraising goals and strategies.
- Monitors progress toward annual workplan, sharing regular reports on successes and challenges with supervisor.

Development and Fundraising Operations

- Develops, writes, edits, submits, and coordinates fundraising and sponsorship proposals, solicitations, thank you letters, and acknowledgement letters to government entities, corporations, foundations, and individuals.
- Prepares, reviews, and submits interim and final reports to funders.
- Works with program staff to gather insight and feedback on proposals and reports.
- Works with program and finance staff to obtain accurate budgets and financial records.
- Identifies and researches prospective supporters and prepares recommendations on how to approach them for funding.
- Ensures accurate crediting of supporters.
- Maintains records and data for all donors and funders.
- Manages online donation platform.
- Prepares and sends all major development mailings and solicitations.

- Plans, organizes, staffs, and coordinates meetings and logistics, including inviting attendees; preparing documentation and agendas; and managing AV and other logistics.
- Supports outreach and scheduling for the development team.
- Contributes to budgeting process by gathering and tracking expenses.

Organization integration

- Embraces and uses organization’s technology tools and systems, including Salesforce, Asana, and Classy.
- Collaborates with IT to identify, implement, and manage Development software needs.

Diversity, equity, inclusion, and access

- Grows personal intercultural competence. Continually develops intercultural competency and seeks opportunities for all staff to continue to make change together.

Organizational culture

- Works collaboratively across the organization—communicating courteously and professionally and maintaining working relationships with others.
- Actively participates in staff meetings.
- Takes part in cross-departmental working groups as needed and available.
- Represents the organization nationally, regionally, and locally, in the community, with funders and stakeholders, as applicable.

Core Competencies and Commitments

- **Adaptability:** willingness to embrace change, test innovative ideas, and learn new ways of working.
- **Collaboration:** eagerness to share resources and work with others toward organizational goals.
- **Fluency with technology:** understanding that much of our work occurs in digital systems, which require ongoing learning.
- **Our values and mission:** understand and embrace our values and missions, particularly how they reflect our commitment to equity, diversity, inclusion, and accessibility.
- **Sharing power:** takes on leadership and followership roles.

Technical Competencies

- Ability to make decisions and solve problems.
- Ability to organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Ability to maintain confidentiality when dealing with sensitive or private information.
- Ability to represent the organization in the community with a variety of stakeholders.
- Ability to negotiate contracts and terms of agreements and manage external vendor relationships.
- Knowledge of meeting planning techniques, and ability to make detailed meeting arrangements.
- Financial skills sufficient to develop, understand, and/or interpret program budgets and financial reports. Knowledge of general accounting concepts and practices.
- Verbal communication skills and an ability to present information to various audiences. Ability to write at a 9th grade level to draft and proof written material, including materials that persuades potential contributors to support the organization. Reading comprehension skills sufficient to understand varied narrative and financial documents.
- Knowledge of and ability to operate standard office hardware and software, including customer relationship management systems and web-based software programs.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. Work includes making presentations in front of groups. There is pressure associated with project or activity deadlines. Work will require extended use of a computer keyboard and monitor. Work is performed in a fast-paced environment, where interruptions are frequent. **All requirements are subject to modification to accommodate individuals with disabilities.**

Working Conditions

Work may be performed remotely or in a group office environment. If working remotely, staff will coordinate with Arts Midwest's IT function to create a remote work setup.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The department head and senior management retain the discretion to add duties or change the duties of this position at any time.