



Development Manager Job Description

Classification: Full-time, 40 hours a week / occasional nights and weekends

Type: Manager

Reports to: Executive Director

Salary: \$55-65,000

Benefits: Health and dental insurance, paid time off, 401k after 1st year

The Development Manager will lead in designing and executing Arts Every Day's fundraising strategy. The position includes writing grants, coordinating donor engagement as well as securing and tracking donations. Ideal candidates will have hands-on grant writing and reporting experience, knowledge of foundation and corporate fundraising, and the drive to meet outlined development goals. This position reports to and works with the Executive Director and will also work directly with the Board Development Committee. Arts Every Day operates as a hybrid workforce, providing the option for remote work with expectations for required attendance in the office determined by the supervisor.

Job Duties and Responsibilities:

Board and Donor Relations

Maintain and build strong relationships with institutional funders and prospective funders by:

- Lead implementation and expansion of AED's development goals, 5-year strategic plan, timetables, and budgets for all grants, giving, and fundraising. Coordinate, support, and attend phone calls, site visits, and meetings.
- Follow up on declined grant proposals to learn more and identify areas for improvement.
- Track and report back on progress to goals for foundation, corporate, and government giving.
- Communicate in a regular and timely manner with the Executive Director and Development Committee.

- Oversee donor recognition efforts to include thank you letters, tax receipts, recognition gifts, and direct communications.
- Cultivate, maintain, and enhance relationships with current donors and prospects.
- **Communications and Events**
- Act as the primary point of contact for funding, donations, and fundraising event inquiries.
- Communications coordination with the director of operations.
- Create donor-focused e-newsletters through Constant Contact in collaboration with the Executive Director and Director of Operations. Plan and implement donor engagement activities, including special events and presentations to expand awareness of the organization's mission. Coordinate fundraising content for AED's website, social media, and e-communications including e-newsletters and e-appeals.

Grant Writing and Research

Write, edit, and submit grant proposals and reports:

- Ensure on-time submission of all assigned grant proposals, LOIs (letters of intent and/or inquiry), and reports.
- Ensure that all proposals align with the funder's area of interest and meet all funder requirements.
- Research potential new foundation, corporate and government.
- Define and manage the grant proposal process best practices and work to evolve as opportunities to improve emerge.

Database Management

- Draft and maintain policies and procedures related to fundraising, including donor data management, ethical standards, and recurring annual deadlines.
- Oversee the daily operation of the development database, including funder data management, grant funder prospecting, recording gift transactions; querying/reporting, list management, and analysis.
- Produce regular reports tracking the success of fundraising activities.
- Manage other duties as assigned.

Required Education and Experience: A Bachelor's Degree or equivalent combination of education, training, and experience.

- 3 to 5 years of successful work in fundraising and grant writing for nonprofit organizations or equivalent experience.
- Proficiency with Microsoft Office Suite and Google Suite (Word, PowerPoint, Access, and especially Excel) to produce reports and correspondence for stakeholders and social media experience and proficiency.

- Experience managing Salesforce or a comparable donor database.
- Strong organizational and project management skills; ability to efficiently manage multiple tasks under tight deadlines, flexibility and ability to adapt to changing needs.
- Self-starter who can work independently and multitask while maintaining accuracy and attention to detail.
- A passion for social justice and commitment to the arts in K-12 education; motivation and capacity to quickly learn issues pertinent to our mission. Must be able to work occasional special events as needed, and additional hours during peak times as required.

Minimum Skills and Attributes:

- Discretion when handling confidential information;
- Excellent organizational and project management skills;
- Excellent verbal, written, and presentation communication skills;
- Strategic thinker with a meticulous attention to detail;
- Ability to work on multiple projects simultaneously;
- Strong commitment to arts equity in Baltimore City;
- Ability to work well as a member of the AED team;

Application Process:

Please submit your resume and cover letter to jobs@artseveryday.org. If you have any questions regarding this position, please contact Betty Gonzales at 410-685-1172.

About Arts Every Day

Arts Every Day serves as a strategic partner to the school district in advancing equitable access to the arts and implementing the 2018 Fine Arts Strategic Plan. The organization provides teacher professional development, arts integration technical assistance, and funding for student arts experiences, school-based public art projects, arts equipment, and supplies. The success of the work relies on vibrant partnerships with district leaders, schools, educators, parents, students, artists, and community and cultural organizations.

Mission: The arts, for every student, in every Baltimore City Public School, every day.

Equity: The arts are for everyone. In Baltimore City, historical oppression, and systemic and institutional racism continue to contribute to inequitable access to a quality education that includes the arts. The arts are a human right. In our daily work we strive to: amplify the voices of underrepresented communities we serve, especially people of color; reflect the communities

we serve within our arts partners, staff, and board of directors; advocate for funding, policies, and practices that remove barriers and advance equitable access to the arts; honor the artistic creative voices and lived experiences of our youth.

Vision: We envision a future where every student attending Baltimore City Public Schools has equitable access to a transformative arts education that prepares them to join generations of artists, leaders, advocates, makers, and supporters of the arts.

Equality Opportunity Employer: Arts Every Day is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.