



## **Position Opening Development Manager**

Creative Arts Workshop seeks a Development Manager to start immediately. This is a full-time, in office, position. The Development Manager reports to the Executive Director.

### **Primary Roles & Responsibilities:**

#### Planning and Administration

- Provide monthly reports to Executive Director and Board
- Develop and maintain an up-to-date schedule of fundraising deadlines and opportunities
- Keep donor database current and accurate
- Maintain donor and funder records
- Acquire and supervise Interns

#### Institutional fundraising

- Research and write grant applications in collaboration with Executive Director
- Provide timely reporting and ensure compliance as required by grant award documentation
- Identify and pursue new sources of corporate, foundation, and government funding
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other staff, board, or volunteers
- Create and update collateral materials to support gift cultivation
- Acknowledge and record all gifts and donations

#### Individual donors

- Coordinate individual fundraising drives (annual appeal, GreatGive, etc) including copy, mailing lists, and tracking
- Acknowledge and record all gifts and donations
- Track pledges and follow up as necessary

#### Events

- Manage all CAW fundraising/cultivation events
- Work with appropriate staff and manage volunteers to ensure that all aspects of a successful event are coordinated towards a common goal
- Develop and solicit sponsors for events as needed
- Keep up-to-date on current fundraising best practices and procedures used in the nonprofit sector and inform the Executive Director of items that would benefit CAW

Other activities as needed.

### **Qualifications**

Candidate should have a Bachelor's degree, with a minimum of 5 years work experience, at least two of which must be in fundraising. Demonstrable experience in basic fundraising operations required. Candidate must have excellent writing skills. Facility with MS Office software and G-suite environment required. Familiarity with fundraising software and CRM systems is preferred.

Other considerations: professional demeanor, excellent time management skills, strong understanding of stewardship and relationship management, and a resourceful and results oriented work ethic.

Desire to work as part of a small and lean team and work meaningfully towards strategic goals in a fast-paced office. Demonstrate willingness and initiative to acquire skills and knowledge to fulfill job responsibilities. Candidate will have the ability to work with minimal supervision – be self-motivated and confident, be able to handle multiple projects, and keep them on track. The successful candidate will be able to demonstrate a keen interest and drive for details.

**Compensation:**

This is a full-time position and therefore entitled to all benefits, including vacation, personal and sick days, parking, and health benefits (partially paid by employer), and discounts on classes. Salary will be organizational-appropriate and commensurate with experience.

**To Apply**

Deadline for consideration: 5 pm (EST) April 22, 2019. Interviews will begin immediately and continue until the position is filled. Candidates should send a one page cover letter with a desired salary range and a current resume to [HumanResources@creativeartsworkshop.org](mailto:HumanResources@creativeartsworkshop.org). *No calls, please.*

**About Creative Arts Workshop**

CAW is a nonprofit regional visual arts center located in the heart of the award-winning Audubon Arts District in downtown New Haven, CT. CAW provides space in fully-equipped studios to create, engage in dialog, and nurture creative expression, new ideas and innovation. Its galleries celebrate the visual arts with a growing and vibrant exhibition and public programming roster that encourages examination, reflection, and discussion around the visual arts and the arts field, and issues of social and cultural relevance.

Creative Arts Workshop (CAW) provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Creative Arts Workshop to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). CAW does not discriminate against any qualified employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. CAW makes reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

**For more information about CAW, visit [creativeartsworkshop.org](http://creativeartsworkshop.org)**

Posting Date: March 29, 2019