



## Position Description

**Job Title:** Development Manager

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Last Date Revised:** 11/2021

### Position Summary:

Art-Reach creates, advocates for and expands accessible opportunities in the arts so the full spectrum of society is served. While embracing a design forward approach, Art-Reach transfers power to communities facing barriers and turns their input into action by redesigning programs and policies at over 200 cultural organizations, with a specific focus on engaging people with disabilities and people experiencing poverty.

The Development Manager collaborates with the Executive Director on organizational strategies to grow Art-Reach's contributed giving program. Specifically, the Development Manager will oversee the institutional giving grant lifecycle, including foundation, corporate and government grants. In addition, the Development Manager will collaborate with the Executive Director and Assistant Director of Communications on the annual appeal cycle and special events. Finally, the Development Manager will research new institutional giving opportunities and develop strategies for approaching new foundation, corporate and government support. The Development Manager will be part of an all-staff effort to plan the annual Spring Bruch and Cultural Access Awards fundraiser.

### Responsibilities:

#### Institutional Giving:

- Manages and writes foundation, corporate and government grant proposals
- Maintains development processes to ensure adherence to grant deadlines
- Tracks grant outcomes and completes grant reports
- Enters all gifts in NeonCRM and tracks funding performance against budgeted goals
- Researches new institutional funding sources
- Arranges in-person, virtual, and phone meetings with current and new funders

#### Individual Giving:

- Develops annual appeal timeline, records gifts, and processes acknowledgement letters
- Assists Executive Director with building/strengthening donor relationships
- Collaborates on written, online, and impact mailer strategies
- Conducts monthly donor research efforts to aid in individual giving



#### Event Planning and Support:

- Works as a collaborator on the annual Spring Brunch and Cultural Access Awards
- Secures sponsorship support for both the Spring Brunch and the Annual Cultural Accessibility Conference

#### Candidate Profile

First and foremost, you should have a passion for creating a justice based world. Art-Reach works hard to create a world where people with disabilities and people experiencing poverty can bring their authentic selves into experiences. The person in this role is the one who tells that story to people and places that can fund our work. The idea 'nothing about us, without us' is incredibly important to Art-Reach so people with disabilities and people who have experienced poverty are encouraged to apply.

No one candidate will be perfect for this job. The skills and experience needed to be successful for this job exist on a spectrum. One version of a strong candidate will have three years of demonstrated success in nonprofit development operations. Experience writing/preparing/managing fundraising proposals is certainly helpful, as is experience in communicating complex ideas. Another strong candidate might not have fundraising experience at all but they are a really good writer who likes to manage projects and deadlines, while balancing financial goals. Another candidate might be early in their fundraising career and looking to bring a 'doers' mindset to the job and is looking to use this opportunity as a way to prepare for their next opportunity.

Familiarity with fundraising operations, and/or a willingness to learn, is going to be really helpful for anyone who enters this role. You will be well positioned for success if you bring knowledge of local, regional, and national foundations; philanthropic corporations; and government funders. Art-Reach uses NeonCRM for fundraising management, grant tracking, and donor acknowledgement. If you are familiar with Neon, or other fundraising CRMs, we want to hear about it.

Art-Reach does not believe that success is predicated on the academic degrees you possess. As such, degrees are not required for positions at Art-Reach. If you believe your educational experience adds to your candidacy, feel free to tell us why.

One more note before we move on. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. Art-Reach is happy to leave that statistic in the past as much as you. No one ever meets 100% of the qualifications. Just apply.

#### Personal Characteristics:

Strong interest and belief in creating accessibility in the arts and culture community around Philadelphia. A strategic and decisive problem solver, with an ability to think creatively, opportunistically, and analytically. An experienced relationship builder and influencer.



### **What we are offering:**

The annual salary for this position is \$40,000 – \$44,000. Art-Reach pays 85% of monthly health premiums and matches the first \$1,000 of 403(b) savings per year for employees who opt into the employee retirement savings program. Art-Reach provides a one-time reimbursement of \$500 to help with costs setting up a remote office. Additionally, Art-Reach offers a \$20 per month reimbursement per employee for personal internet/phone use.

### **The Organization:**

Art-Reach's mission is to create, advocate for and expand accessible opportunities in the arts so the full spectrum of society is served. Our programs influence and create systemic change in the cultural sector throughout the Philadelphia region so that people with disabilities have access to the arts.

Art-Reach is the only organization in the Philadelphia region working toward cultural accessibility on a scale that includes over 400 organizational partners, with programs that directly impact over 200,000 people annually.

Art-Reach's core programs include three areas: large-scale collaborations, education and learning initiatives, and arts programming for human service agencies. Art-Reach currently runs two large-scale collaborative programs: ACCESS and the Virginia and Harvey Kimmel Family Fund STAMP program. In education and learning, Art-Reach presents free workshops on cultural accessibility through its CAFE series, hosts an annual international conference on cultural accessibility, and conducts trainings, workshops and consultancies throughout the year. Finally, Art-Reach curates cultural arts programming for 185 human service agencies by distributing free and low-cost tickets to theaters, museums and historic sites, along with highly interactive, design-driven, participatory experiences for people with disabilities through its Kimmel Family ENCORE program.

### **At Art-Reach, the way we work is as important as the work we do.**

In the same way that Art-Reach centers the communities it serves and responds to their needs, it aspires to center the humanity of its employees and respond to their needs in progressive and empathetic ways.

- We value a **collaborative process** in planning, implementation, and evaluation that includes different perspectives and informs the vision for everything that Art-Reach hopes to accomplish.
- We value **trust** as the root of our conversations, plans, and in the work we do. Trust allows us to have open and honest conversations, facilitates healthy conflict, and creates straightforward evaluation of our work. The trust we have in each other creates accountability for everyone to Art-Reach's vision.
- We value **lived experience, perspective, and background** of our coworkers, interns, volunteers. We embrace anti-ableism and anti-racism practices to create systemic change through intentional changes in policy, action, and programs.



- We value **experimentation** as our way toward innovation. Along the way we embrace risk and failure as critical components to creating an environment where we continuously learn and grow as we make systemic change happen.
- We value **choice in how and when we work**. Every Art-Reach employee has autonomy to choose when to prioritize their work, their family, or any other commitment that is important to them in ways that allow for their personal, mental, and physical well-being.
- We value **exploration in professional and personal development** through formal and informal learning opportunities. In line with the various ways people absorb information Art-Reach supports its team in pursuit of growth while embracing a community of learning. Art-Reach does not consider formal education as a prerequisite for employment.
- We value **teamwork and the interrelation of our roles**. Art-Reach colleagues understand that their work directly impacts the work of their colleagues. Teamwork between departments is critical to ensure success across the organization.

#### **What to expect in the process:**

Step one: All submissions will be reviewed and the initial candidate pool will be formed. Not all submissions will make it into the candidate pool. Once the pool of candidates is established, Art-Reach will setup a brief initial conversation. After those conversations the candidate pool will be reduced and candidates will be notified of their status.

Step two: Remaining candidates will take part in an interview via zoom with the five-person Art-Reach staff. After this interview, the candidate pool will be reduced to finalists and all participants will be notified of their status.

Step three: Finalists will meet with the Executive Director and Director of Strategic Partnerships. This will take place via zoom or in-person depending on the state of the pandemic, and the comfort level of everyone involved. The final candidate will be selected after this interview.

Step four: Selection and placement of the final candidate. Placement for this position is anticipated to occur in January 2022.

#### **To Apply:**

If you wish to explore this position, send us an email at [HR@art-reach.org](mailto:HR@art-reach.org) by January 7, 2022, and place 'Development Manager' in the subject line. Include a summary of your work experience using any combination of an attached resume, letter, narrative, or any other format that feels comfortable to you.