



## Position Description

**Job Title:** Development Manager

**Reports To:** Deputy Director

**Supervises:** Art-Reach Interns

**FLSA Status:** Exempt

**Last Date Revised:** 05/2017

### POSITION SUMMARY:

Art-Reach connects underserved audiences to cultural experiences so that they may enjoy and benefit from the transformative power of the arts.

The Development Manager works closely with the Executive Director and the Deputy Director in executing organizational strategies around Art-Reach's broad fundraising spectrum. Specifically, Development Manager will focus on maintaining all phases of Art-Reach's foundation, corporate and government grants. In addition, the Development Manager will support individual giving and special events. The Development Manager will develop cultivation and donor relations activities for foundations, corporations and government opportunities.

### RESPONSIBILITIES:

Grant writing:

- Manages and writes foundation, corporate and government grant proposals
- Maintains development processes to ensure adherence to grant deadlines
- Tracks grant outcomes and results and completes grant reports and tracks
- Tracks status of pending requests
- Researches new institutional funding sources
- Arrange in-person and phone meetings with current and new funders

Individual Giving:

- Coordinates mailings and processes gift acknowledgement letters
- Assists Executive Director with building/strengthening donor relationships
- Schedules one-on-one meetings with individual donors and board members
- Conducts monthly donor research efforts to aid in individual giving

### CANDIDATE PROFILE:

Preferred skills and experience:

Bachelor's degree required and five years of demonstrated success in nonprofit development. Experience with a diversified fundraising operation with extensive knowledge of local, regional, and national foundations; philanthropic corporations; individual giving; and annual appeals. Demonstrated success in writing and editing foundation, government and corporate grants. Familiarity with Salesforce or other fundraising software databases. Researching foundation, corporate and government opportunities. Excellent interpersonal skills with an ability to communicate effectively to colleagues, volunteers, donors, members and partners. Strong organizational leadership skills with evidence of diplomacy, collaborative spirit, initiative, creativity, and attention



to detail. Passion for and familiarity with Art-Reach programming is required. Comfortable working in a fast paced office environment on simultaneous projects.

**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 with the ability to relate and appeal to diverse groups of people.

**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 are aimed at changing the landscape of cultural engagement in Philadelphia so that people with disabilities have access to the arts. Founded in 1986, Art-Reach was born out of an equal desire to fill theatre and performance spaces to capacity and increase participation in the arts for people with disabilities. Art-Reach set out to make unfulfilled tickets available to people who never had the opportunity to see a play, dance performance or go to a museum. A wide gap existed between the disability community and the cultural engagement sector. Art-Reach was founded to bridge this gap.

Now, Art-Reach stands as the only organization in the Philadelphia region working toward cultural accessibility on a scale that includes over 400 organizations, serving over 150,000 people annually. The work of Art-Reach today has grown beyond the flagship Ticketing Program to include curated experiences, large scale collaborative initiatives, unified dialogue, training, advocacy and social change. Once known as a broker of tickets to people, Art-Reach has evolved into a dynamic organization focused on increasing cultural engagement for people with disabilities and low-income communities.

**Art-Reach's core programs include:**

**Ticketing:** Art-Reach offers its members deeply discounted or free admission to over 220 local cultural organizations and teaching artists. In the past year, over 15,000 individuals have visited museums, gardens, zoos, historic sites and live performances in the greater Philadelphia region.

**ENCORE:** These immersive, participatory experiences include workshops, studio dance sessions, touch tours, verbal description and sensory friendly performances and many other innovative accessible experiences. In 2016 ENCORE served over 5,300 people and the program is on pace to double in 2017.

**ACCESS Admission:** Art-Reach's city-wide initiative works with area museums to provide \$2 admission to EBT/ACCESS Cardholders: individuals and families receiving government medical, food or cash assistance. The program launched September 1, 2014 with seventeen museum partners ranging from the Pennsylvania Museum of Art and the Barnes Foundation to Eastern State Penitentiary and Philadelphia's Magic Gardens. Since September 2014 the program has grown to include 34 sites and has served over 200,000 individuals.

**Cultural Accessibility Forum and Exchange (CAFÉ):** Art-Reach's newest initiative brings national and regional thought leaders on arts accessibility to Philadelphia to facilitate open and active dialog between the regions cultural organizations and individuals with disabilities, along with the general public. The aim of the program is to create an ongoing dialog between the human service and cultural sectors so that both communities can respond to challenges in cultural accessibility.

**To Apply**

If you wish to explore this position, please send a resume, cover letter, three references to [DevMgr@art-reach.org](mailto:DevMgr@art-reach.org).

Education Level: Bachelor' Degree required; Master's Degree preferred.