

DEVELOPMENT MANAGER

Job Title:	Development Manager
Classification:	Full-time, exempt position
Compensation:	\$63,000 - 73,000, depending on experience
Benefits:	Full benefits including health, dental and vision insurance, and vacation and sick pay.
Location:	The position is principally based at our studio at 3245 16 th Street in San Francisco
Reports to:	Executive Director

ORGANIZATIONAL CONTEXT

Creativity Explored gives artists with developmental disabilities the means to create and share their work with the community, celebrating the power of art to change lives. CE's first studio officially opened in 1983 with fewer than 20 artists. Since then, we have grown to serve over 135 artists at two studios. CE remains the only dedicated arts program of its kind in San Francisco and welcomes over 15,000 community members into our studios and gallery each year.

POSITION OVERVIEW

The Development Manager will work closely with Creativity Explored's Executive Director and Board to manage implementation of the organization's annual fundraising plan and strategies. The Manager will supervise a small team that includes a full-time Development Associate, an intern, and project-specific consultants while overseeing plans in the following key areas:

- Building CE's foundation, government and corporate grant program
- Continuing to develop CE's thriving individual donor program
- Partnering with the CE Team and event consultants on our successful annual gala, *Art Changes Lives*

KEY RESPONSIBILITIES

Fundraising

The Development Manager collaborates with the Executive Director to meet a fundraising goal that is approximately 30% of CE's total budget, with the rest coming primarily from government contracts and art sales. The Development Manager, as part of the organization's Management Team, will work collaboratively with program, marketing and licensing staff at CE on cross-organizational projects such as programs, events and campaigns, while helping to build a culture of philanthropy.

Individual Giving

- Work with ED, staff and board to implement major gift strategy
- With ED, plan and execute two annual appeal(s)
- Build relationships with existing donors and major donor prospects
- Create and manage development communications including web pages, e-newsletters, and all donor gift communications
- Coordinate donor cultivation activities, including donor preview receptions, thankathons, house parties, and other fundraising events
- Conduct donor research using a variety of tools

Foundation, Corporate, and Government Giving

- Research and identify potential foundation, corporate, and government funders

- Help implement CE grant calendar
- Serve as part of team that writes grants, grants reports and funder communications
- With ED, cultivate ongoing relationships with grantors

Annual Fundraising Event

- Serve as project manager for *Art Changes Lives*, CE's annual fundraising event, which is scheduled for April 20, 2018
- Coordinate with Board of Directors, CE staff, and contracted event specialist to optimize event outcomes. Coordinate efforts to solicit individual and business sponsors

Systems and Infrastructure

- Collaborate on annual fundraising calendar, dashboard and other fundraising tools
- Manage development budget funds
- Manage donor acknowledgements, including thank you notes and phone calls
- Manage donor records using our NetSuite database and other tools

Board of Directors

- Provide staff support for Board Development Committee
- Engage board members in fundraising activities
- Partner with ED to develop and conduct fundraising training for board members
- Attend board and board committee meetings as needed

Public Relations and Marketing

- Collaborate with the Marketing, Licensing and Executive Director to ensure CE brand consistency in all communications

Supervision and Management

- Help to hire, and oversee, a full time Development Associate, Development Interns, and project-specific contractors

POSITION SELECTION CRITERIA

- At least three years in progressively responsible development positions
- Flexible and entrepreneurial thinker who uses data to improve outcomes
- Excitement about the mission of Creativity Explored, with an ability to interact supportively and positively with CE artists
- Strong team orientation
- Direct experience in writing winning grant proposals
- Compelling writing style
- Strong organizational skills with excellent follow-up
- Demonstrated success building relationships with donors
- Nonprofit fundraising gala experience a plus
- Working knowledge of NetSuite, or equivalent donor database

OTHER INFORMATION

Training Requirements

- Complete and maintain CPR, First Aid, OSHA certification (initial certification to be completed within 30 days of date of hire)
- Complete Creativity Explored staff training pertinent to position job responsibilities as assigned

Other Requirements

- Offers are subject to satisfactory Criminal Records Clearance check and proof of negative TB test results completed within the last year

Please submit a resume, cover letter and professional writing sample to jobs@creativityexplored.org

Creativity Explored is an equal opportunity employer committed to a diverse workforce. Bilingual/Bicultural individuals, people of color, women, and people with disabilities are strongly encouraged to apply.