

**Development Manager**

Individual will report to the Atlas Performing Arts Center Director of Development

Job Summary:

Develop, oversee and manage all aspects of grant portfolio management, database management, research, and donor development initiatives in conjunction with Director of Development and staff to support organizational and financial goals and to build relationships that create positive and memorable impressions about the organization with all current and prospective donors and funders.

Supervisory:

Development interns(s)

Essential Duties:

Write all foundation and government grant proposals, reports and correspondence. Track grants, develop internal reporting systems, maintain historical records, work with staff to ensure each project or program is meeting proposal conditions and expectations.

Oversee and manage all correspondence to individuals, institutional and government donors and prospects and coordinate follow-up activities.

Monitor, manage and achieve grants income fundraising goals in conjunction with Director of Development and oversee and manage annual proposal and report schedule.

Research and recommend new foundation and government grant opportunities.

Research prospects and donors and prepare briefing materials, as requested, in order to grow and maintain a major gifts and individual giving pipeline to meet organizational goals.

Support the Director of Development, Executive Director and Board of Directors, including the Board Development Committee, as necessary in cultivating donors and prospects.

Collaborate and help implement annual individual giving program including membership program, direct mail and online campaigns.

Manage the donor database.

Draft all copy and text for all development and fundraising initiatives, development programs and marketing collateral, working in conjunction with the Atlas marketing department for execution.

Oversee and manage all support documentation, work samples and reports for all grant proposals as necessary.

Assist in the planning, development and implementation of all fundraising and donor cultivation events.

Support, as necessary, the Atlas Performing Arts Center annual gala in conjunction with the Director of Development and Gala Committee.

Support the Director of Development in all his/her duties as necessary.

Qualifications:

A minimum of 5 years experience in development, communications and/or programs in the nonprofit (nonprofit arts preferred) field with demonstrated success in cultivating and maintaining relationships with stakeholders and individual, corporate, foundation and government funders. BA in related field required an MA preferred. Candidate will have demonstrated excellence in organizational and

managerial skills, ability to take initiative, manage multiple tasks simultaneously, supreme attention to detail, ability to work under deadline and tight time frames, and work both independently and as a member of a team. Experience in fundraising database (CRM database preferred). Excellent written and oral communication skills with demonstrated grant writing skills required. Candidate must have a creative and entrepreneurial spirit, and be comfortable in a crowd as well as one-on-one. Candidate must be able to work a flexible schedule on occasion (daytimes, evenings, weekends) as business needs dictate for cultivation events and initiatives.

Work Environment:

Ability to work in fast-paced, dynamic environment. Ability to manage workload efficiently to meet fixed deadlines.

Benefits:

Health and dental insurance, retirement, paid vacation, holiday, personal days and sick leave

The Atlas Performing Arts Center is an equal opportunity employer. We welcome applications from all qualified candidates. Interested candidates should submit a cover letter, resume, 3 references, salary requirements and 3 writing samples to: humanresources@atlasarts.org

Salary: Commensurate with experience