

+



**Position Title: Development Manager**

**Reports to:** Director of Development

Dynamic opportunity with United Arts of Central Florida, a \$6.3 million nonprofit with a 30 year established history of successful fundraising in the four-county Metro Orlando region. Seeking a mid-level fundraising professional with a minimum of three years of development experience. Excellent communication and writing skills required. Must be comfortable promoting the organization to and soliciting funds from individuals and groups of potential donors.

**Overall**

This position will exercise considerable independent judgment and a high level of creativity, confidentiality, responsibility, conscientiousness and reliability. Daily activities will vary significantly due the variety of fundraising avenues the organization engages in. Experience in one or more areas of fundraising including but not limited to direct mail campaigns, electronic campaigns, proposal writing, sponsorship solicitation and management, presenting the case for the arts to groups of all sizes and fundraising events is essential.

**Overall Responsibilities:**

- Each year, a detailed annual Fundraising Plan for the organization will be prepared by the Development Director that contains specific goals, objectives, and benchmarks upon which this position's performance will be evaluated. Development Manager is instrumental in executing the plan.
- Ensure timely preparation and execution of the *Collaborative Campaign for the Arts*, a direct mail campaign in partnership with 15 cultural organizations.
- Responsible for creating the content for all direct mail and email solicitations, as well as invitations to special events, donor recognition efforts, etc.
- In collaboration with the database manager, analyze donor history to identify and recommend key donors for the development director, CEO, and/or board volunteers to steward.
- Research and recommend corporate donor opportunities to development director. Prepare proposals for corporate support as needed.
- Maximize United Arts' reach in the community by being knowledgeable and articulate on the broad variety of programs and services United Arts offers in the community.

Prepare and give presentations to potential donors, both individuals and groups, and encourage donor participation across a variety of giving opportunities.

- Maximize the organization's online and 3<sup>rd</sup> party fundraising tools; stays abreast of new and existing online fundraising technologies and analyze the feasibility of success within the organization's fundraising model. Work with the staff of United Arts' grantee organizations to effectively use these online and 3<sup>rd</sup> party fundraising tools.
- Plan and coordinate fundraising events and other projects as needed.
- Stay current on local and national fundraising trends, corporate news, and community developments.
- Responsible for tracking fundraising activities, reporting, and measuring results; create reports as requested
- Assist director of development at Development Committee meetings
- Assist the director of development with board engagement in fundraising and volunteer activities.

#### **Specific to the annual Collaborative Campaign for the Arts:**

- Collaborate with campaign partner organizations so that they can sustain and enhance donor recruitment and renewal processes to expand and deepen support for the community of arts organizations involved in the campaign.
- Provide analysis to assist the development director in recruiting and developing donors in support of the United Arts – *Arts for ALL* Fund.
- In collaboration with administrative staff, ensure effective management of campaign solicitations such as renewals, cold solicitations and donor premiums.
- In collaboration with administrative staff, release timely reports to campaign partner organizations

#### **Qualifications**

- Bachelor's degree
- Minimum of 3 years of experience in development/fundraising preferably in a nonprofit and/or arts and culture setting
- Organized self-starter with strong project management skills; ability to prioritize, meet deadlines and manage multiple projects simultaneously
- Skilled in building and growing relationships with donors, volunteers and co-workers to successfully achieve mutual goals
- An excellent writer, presenter and public speaker who is comfortable communicating to diverse audiences of all sizes
- Proven ability to use reports and analytics to set and attain goals.
- A passion and understanding for the cultural sector and its work in the community, preferred
- Proven track record of meeting deadlines
- Proficient in Microsoft Office including Word, Excel, Outlook and PowerPoint required.

- Familiarity with Raiser's Edge a plus.
- Process-oriented with a strong attention to detail and accuracy.
- Bilingual a plus

**Salary and Benefits**

- Salary - \$35,000 to \$40,000, commensurate with experience.
- Medical, dental, life, long and short term disability, and vision health care options
- 401-K Plan – employee participation available upon hire; 5% match on employee contributions after one year of employment.
- Paid time off - vacation - 10 days per year accrued – available after 6-month probationary period. Sick - 8 days per year accrued.
- Paid holidays

**Application Requirements:**

Please include a cover letter describing your experience as it relates to the requirements of this position and why you are interested in it.

Please email your cover letter and resume to: [Finance@unitedarts.cc](mailto:Finance@unitedarts.cc), or fax to 407-628-9110. Position will remain open until filled.

United Arts is a drug-free, smoke-free EOE.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.