

Director of Development – Job Posting

Application Due: March 1, 2021

Anticipated Start Date: April 1, 2021

Time: 40 hours per week

Reports To: Executive Director

Salary: \$64,000–\$68,000, dependent on experience

Benefits: healthcare, dental plan, excellent vacation policy, retirement benefits

Overview

New Urban Arts seeks an experienced fundraiser to work with our Executive Director and board of directors to design and implement robust fund development strategies. The ideal candidate is passionate about justice in education, youth development, arts education, and innovative pedagogy. The ideal candidate should also be committed to asset-based communication in their fundraising and eager for critical conversations about the nonprofit sector, philanthropy, and equity. This position will have the opportunity to build a development team early in their tenure, particularly to support database administration, grant writing, and grant tracking.

About New Urban Arts

New Urban Arts is a nationally recognized community-based art studio and gallery for high school students and emerging artists. Since 1997, we have served over 6,000 Providence teens and 200 artists. Each year, our public programs reach over 2,000 visitors and participants. Our mission is to build a vital community that empowers young people as artists and leaders to develop a creative practice they can sustain throughout their lives. Our core program, *Youth Mentorship in the Arts*, brings Providence public high school students together with local artists, building powerful mentoring relationships through the arts. We also offer summer programs, post-secondary advising, and programs through a satellite site at Central High School.

Responsibilities

Develop and Direct Fundraising Strategy:

- Work with board and Executive Director to develop a fund development plan, including annual fund appeal, special campaigns, events, earned income, grants, and sponsorships.
- Manage the development committee of the board of directors, supporting them in creating a culture of philanthropy among board members.

Manage Fundraising Campaigns and Events:

- Ensure that New Urban Arts meets its fundraising goals and regularly report on progress to the board and executive director.
- Coordinate the Annual Fund Campaign, including mailings, emails, personal asks of major donors, and other fundraising practices.
- Ensure that donors are promptly acknowledged and provided opportunities to experience the impact of their gifts.
- Develop and maintain donor relationships, especially with major donors.

- Coordinate and promote fundraising, cultivation, and stewardship events.
- Manage and direct fundraising database (Salesforce), ensuring accurate record tracking for data entry, gift processing, and acknowledgment letters.

Manage Foundation Grants, Corporate Relationships, and Sponsorships:

- Work with leadership team to ensure that New Urban Arts develops and maintains strong relationships with funders locally and nationally.
- Supervise grant tracking, including timelines for grant proposals and reports.
- Support management of ongoing relationships with institutional funders including, but not limited to, progress reports and site visits.

Support Communications:

- Work with staff, board, youth, and other members of the New Urban Arts community to coordinate the design and distribution of marketing materials for fund development.
- Contribute development-related items to New Urban Arts' various communications channels, including our paper newsletter, mailings, e-news, social media presence, and website.

New Urban Arts is a collaborative work environment, and all staff should expect to support each other's work and participate in high level conversations about New Urban Arts' mission, values, and pedagogy, as well as trends in youth development, arts education, and the nonprofit sector in general.

Qualifications

- A commitment to New Urban Arts' mission and values.
- Five years fundraising experience, including donor development, relationship cultivation, and making personal asks, or comparable experience.
- Demonstrated project management skills with the ability to independently manage complex, multifaceted projects and meet deadlines.
- Excellent supervisory skills and experience.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Ability to independently manage multiple projects and deadlines.
- Flexibility, inclusiveness, and strong collaborative skills.
- Experience with databases, email marketing platforms, Microsoft Office, and WordPress.

COVID Protocols

New Urban Arts is currently closed to the public, and our staff is working remotely. We are open to a candidate not currently based in the Providence area, so long as they commit to moving to the region by September of 2021.

TO APPLY

E-mail resume, cover letter (two pages max), and writing sample (two pages max) to Business Manager Jeannie Castillo-LaPierre, jeannie@newurbanarts.org, subject: Director of Development. No calls please. Send your resume, cover letter, and writing sample as three separate attachments; do not include them in the body of your email. PDF is the preferred file format.

*New Urban Arts is an equal opportunity employer;
BIPOC candidates are strongly encouraged to apply.*