

## Director of Development

**Reports To:** Executive Director

**Status:** Full-time, (40 hrs/wk)

**Salary:** \$68,000 - \$72,000, dependent on experience

**Benefits:** Healthcare, dental plan, excellent vacation policy, retirement benefits

**Location:** Providence, RI

**Anticipated Start Date:** July 1, 2022

**Application Due Date:** Rolling; position will be open until filled.

### About New Urban Arts:

New Urban Arts is a nationally recognized community-based art studio and gallery for high school students. 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.

### Overview:

New Urban Arts seeks an experienced development professional to work with our Executive Director and board of directors to design and implement robust fund development strategies. This includes directing a roughly \$250,000 annual campaign, and managing a \$700,000 grant portfolio.

**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 and philanthropy. This position directly supervises a Development Associate, who supports database administration, grant writing, and grant tracking.

### 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.

Supervise a Development Associate

- Hold supervisory meetings on a weekly basis (or more frequently if necessary)
- Ensure that the Development Associate has adequate support to conduct the following duties:
  - Manage grant writing and reporting workflows, including communication with the organization's finance, administrative, and program staff
  - Write boilerplate grant applications and reports (typically, grants under \$20,000)
  - Data entry and gift acknowledgment, including monitoring of online giving platforms

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.

Unsure if your qualifications exactly match what we are looking for? We encourage you to apply! The application is not overly burdensome and we would love to know what makes you excited about this opportunity!

### 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](mailto:jeannie@newurbanarts.org), **subject: Director of Development**. No calls please. Send 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; candidates of color strongly encouraged to apply.*