



ARTS PLUS

Position:	Philanthropy Manager
Status:	Full time, salaried, exempt, 40 hours per week. Benefits eligible.
Salary:	\$43,000 - \$51,000, commensurate with experience
Updated:	5/12/2021
Anticipated Start:	June 2021

ABOUT ARTS+

Founded in 1969, Arts+ is a music and visual art nonprofit organization that envisions the transformative impact of arts education illuminating every corner of the Charlotte region. Its goal is to make outstanding arts education available to students of all ages, skill levels and socioeconomic backgrounds. From private lessons to summer camps to community outreach programs, Arts+ strives to help each student unlock their full potential through the power of arts education.

POSITION SUMMARY

The Philanthropy Manager, under supervision of the Associate Executive Director, will foster a culture of philanthropy within the organization by leading and implementing strategies to grow contributed revenue. In this role, the Philanthropy Manager leads all annual giving mechanisms, including the organization's annual fund, stewardship activities, corporate sponsorships, and grant-writing; and works closely across departments including the Executive Director and with Board members in fundraising and stewardship activities.

ESSENTIAL FUNCTIONS

- Create a comprehensive annual development plan that includes both broad strategies to accomplish fundraising goals and micro level systems and procedures for implementation.
- Manage the grant program including: coordinating and writing grants, proposals, and reports, compiling program information, and maintaining funding calendars.
- Lead the design and creation of appeals and impact reports for both individual and institutional donors.
- Manage relationships with institutional funders including providing updates and tracking benefits, ensuring fulfillment.
- Create communications plans for annual campaigns, including direct mail, social media posts, newsletter articles, and e-blasts.
- Research individuals, foundations and corporate prospects to identify new funding sources.
- Help establish performance measures, monitor results and evaluate the effectiveness of the philanthropy program.
- Lead the planning and implementation of cultivation and stewardship events.
- Manage, maintain, and ensure the accuracy and integrity of the eTapestry database including: data entry, extraction, processing, storage, manipulation, analysis, and reporting.
- Maintain a working knowledge of best practices by staying up-to-date on fundraising trends and regularly participating in appropriate professional development.
- Monitor program budgets to ensure philanthropic dollars are being used in accordance with donor intent.
- Oversee the department's annual operating budget and work with the finance team on monthly reconciling and reporting.
- Manage the organization's participation in third-party campaigns and matching gift programs.
- Attend, provide general support for, and represent Arts+ at various programs.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Three or more years' experience in fundraising required, annual giving experience preferred
- Bachelor's degree required
- Adheres to the Association of Fundraising Professionals' Code of Ethics and "Donor Bill of Rights"

- Sophisticated computer skills including CRM/database experience (Word, Excel, Outlook, and PowerPoint required, eTapestry preferred)
 - Committed problem-solver who thrives on finding, developing and securing gifts
 - Excellent interpersonal, public speaking and written communication skills including technical and creative writing
 - Proactive approach to work, ability to demonstrate ownership of tasks
 - A proven ability to work collaboratively and thoughtfully as part of a collegial team
 - Well-organized with exceptional attention to detail, yet adaptable and flexible enough to meet evolving priorities
 - Professional maturity, sound judgment, and integrity
 - Personal commitment to arts education
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No calls, emails, or visits please.

For immediate consideration, please formally [apply online](#) and provide a resume and cover letter.

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