



## JOB DESCRIPTION

### **Development & Marketing Manager—Center for the Arts, Inc.**

CFTA is at an exciting moment of growth, and we need an energetic, creative, and detail-focused fundraising administrator to help our development program grow in sync with our overall organizational reach. Reporting to the Executive Director, the Development Manager will play a crucial role in supporting the growth and sustainability of our organization by supporting donor relations, data management and maintenance, and overall fundraising efforts.

REPORTS TO: Executive Director

### JOB DUTIES AND RESPONSIBILITIES

#### **Donor Relations & Fundraising**

- Assist in researching, identifying, and cultivating potential individuals, corporations, foundations, and public funding opportunities.
- Oversee gift processing and acknowledgment in accordance with nonprofit requirements and standards.
- Implement stewardship activities, such as acknowledgment letters, donor recognition programs, and personalized communications to demonstrate appreciation for donor contributions.
- Assist in the development and execution of other donor communication strategies, including appeal letters, newsletters, impact reports, and digital content.
- Direct and expand donor stewardship and cultivation activities, including special events and benefits fulfillment.
- Build and maintain positive relationships with donors, sponsors, and supporters.
- Support the grant writing and application by keeping track of data sets needed to support the mission and focus of CFTA.
- Collaborate with Executive Director and Director of Programs to align sponsorships, and other development opportunities with program goals and strategies.
- Develop and maintain authentic relationships with businesses to expand in-kind and sponsorship opportunities.
- Collaborate with CFTA team on digital strategies to increase contributions and engagement.

#### **Community Engagement, Marketing & Events**

- Attend local and regional events to increase organizational visibility and connections.
- With Theatre & Operations and Program Director, create meaningful volunteer opportunities.
- Participate in the planning of CFTA's annual fundraisers *Backstage BASH* and *Showtunes & Scenes: The Season Reveal* in conjunction with Executive Director and each event's respective community volunteer committee.
- Record and acknowledge all gifts, pledges, and pledge payments for individual donors, corporate sponsorships, grants, members, and in-kind gifts in a timely and accurate manner.
- Maintain accurate and up-to-date donor and prospect information in donor management system.
- Generate donor reports, track giving trends, and provide analysis to inform development strategies.



- Prepare donor listings for printed materials and website.

### **Qualifications**

- Bachelor's degree and a minimum of 2 years' experience in nonprofit management, fundraising, communications, or a related field required.
- Demonstrated experience in fundraising administration, with specific experience in the arts sector a plus.
- Outstanding written and verbal communications skills, with the ability to craft compelling narratives and adapt messaging for various channels and audiences.
- Exceptional data entry and management skills, with a keen attention to detail
- Organizational skills with the ability to manage multiple projects and meet deadlines.
- Dynamic self-starter with a high degree of professional independence and ability to exercise impeccable judgment with minimal guidelines.
- Collaborative mindset, confidence working within a small team, and proven ability to work with a variety of people and environments.
- Knowledge of fundraising principles, techniques, and ethical practices within the nonprofit sector; commitment to ethical fundraising and relationship management, integrity, and confidentiality
- Engagement with local and national trends and critiques of marketing and philanthropy, and an openness to or curiosity about new practices
- Excellent knowledge of office software including Microsoft Office Suite and website updating
- Excellent knowledge of donor CRM and management systems, especially Salesforce, a plus
- Familiarity with task management software such as Asana, Basecamp, or Slack
- Some work outside of typical office hours may be required during the planning and execution of special events. Some light local travel for meetings or errands may also be required.
- The work environment will require walking, standing, bending, and carrying of items weighing 1-30 lbs.

Center for the Arts, Inc. employs a flexible, hybrid work model with time spent in a temperature-controlled office and/or the employee's preferred remote work location. Some work events may be outside or in temperature-controlled offices/venues.

**Please submit a cover letter, resume, and (3) professional references to Regina Ward, Executive Director, at [Regina@boroarts.org](mailto:Regina@boroarts.org) with the subject "Development & Marketing Manager Application".**

### **About CFTA**

Center for the Arts, Inc is a community theatre company with 501(c)(3) tax-exempt status. The mission of the Center for the Arts is to enhance the quality of life in our community by providing cultural and economic enrichment through the arts.

Consistent with the core mission of Center for the Arts, Inc., we are committed to maintaining a safe, cultural environment that promotes diversity and awareness (social consciousness), embraces inclusion and advocacy, and fosters equity and accountability among its programming, board members, staff, constituents, and the community at large in the effort to increase and enhance artistic excellence.