

Development Manager

The Position:

The Development Manager is a full-time, non-exempt position that reports to the Executive Director overseeing the development and implementation of all fundraising activities at Verge. The key projects this position is responsible for include: managing the membership database and identifying individuals for stewardship; developing a major gift program with supplemental materials; scheduling and supervising quarterly fund appeal mailings, membership acquisitions, and renewals; coordinating higher level member events including bus trips, lunches, and gallery tours; overseeing all moving parts of the art auction and other special events; ordering membership brochures and revising benefits where needed. Weekend and evening hours required.

To fulfill the requirements of the position, Development Manager duties include, but are not limited to:

Membership -

- Strategize and execute campaigns to expand membership program and improve on benefits
- Update and maintain the member database
- Create and send out the member newsletter every month
- Collaborate with the Executive Director on higher level events and outings
- Identify candidates for stewardship
- Ensure member rewards are sent out in a timely fashion
- Send out membership cards on a rolling basis
- Maintain a renewal and acquisition mailing schedule
- Coordinate exhibition and special event mailings for members
- Maintain the bulk mail permit

Donor Stewardship -

- Assist the Executive Director in arranging ask meeting with prospective donors
- Send invoices and maintain donor records on pledged gifts
- Invoice board dues
- Develop print collateral for all fund appeals and major gift requests
- Coordinate with the Executive Director to send thank you cards where appropriate
- Help prepare the year-end appeal

Special Events -

- Attend committee meetings
- Develop sponsorship packages and collateral
- Create detailed event timelines

- Coordinate creation of event related collateral materials, including print and digital invitations, programs
- Manage relations with external vendors, such as caterers, designers, printers, etc
- Oversee registration and payment system
- Track and inventory all artworks for Art Auction
- Track and maintain lists of past and prospective:
 - Attendees
 - Sponsors and in-kind donors
 - Artist loan agreements
- Pre-event training
 - Coordinate and track volunteers
- Promotion of events through eblasts and social media
- Compile mailing lists, coordinate invitation mailings
- Manage day-of event logistics from set-up to breakdown, including registration, staffing, catering, audio-visual, seating, and live program
- Pay rental vendors
- Post event:
 - Coordinate artist commissions
 - Sponsor fulfillment
- Stay up to date on event software, troubleshoot tech as needed

Grants -

- Grant research including communication with granting agencies to determine the most relevant project areas for consideration
- Work with other department managers to prepare and assemble materials for submission
- Keep the grant toolkit in Dropbox updated

Other -

- Supervise development intern(s)
- Other duties as assigned

QUALIFICATIONS

B.A. and a minimum of 2-3 years of experience with increasing responsibility in development, preferably in a museum or other cultural organization;

Excellent verbal, analytical and research skills;

Ability to craft clear and compelling written proposals is essential;

Outstanding written and oral communication skills;

Proficiency with database management and ability to organize and analyze data towards implementation of strategic objectives;

A proven ability to develop and manage creative fundraising strategies for individual giving, large gifts, membership;

Experience in closing major gifts and achieving contributed income goals;

Enthusiasm for and knowledge of contemporary art.

Pay: \$18.00 - \$20.00 per hour

Full dental, vision, and health benefits

COVID-19 considerations:

Verge is adhering to all State and County health guidelines. Proof of Covid-19 vaccination status required.

Interested candidates can send a resume along with a statement describing relevant development experience as well as an explanation of why you are seeking a job with Verge to jobs@vergeart.com.