



## **DEVELOPMENT MANAGER**

### **ABOUT THE INTERNATIONAL FESTIVAL OF ARTS & IDEAS**

For 22 years, the International Festival of Arts & Ideas has delighted audiences with an outstanding mix of entertaining and inspiring programs. Internationally acclaimed dance, world-class musicians, breathtaking circus, ground-breaking theatre and engaging speakers define the Festival as our region's premier arts and culture destination. The June Festival boasts over 170 events, of which at least 85% are free. Year-round programs include special town-hall events, a fellowship program for youth, planning and implementing mini-festivals in inner-city neighborhoods, and our Visionary Leadership Award luncheon.

### **SUMMARY AND SCOPE**

The International Festival of Arts & Ideas seeks an experienced, professional Development Manager, to play a vital role in the organization's fundraising efforts. This is a full-time, salaried position. The ideal candidate is an organized, detail-oriented creative-thinker, with excellent writing, editing and oral communication skills. S/he must be able to successfully manage multiple ongoing priorities, deadlines, and projects. A commitment to the performing arts and a passion for the International Festival of Arts & Ideas' mission is a necessity. A confidentiality clause will be part of the Letter of Agreement for this engagement.

### **PRIMARY TASKS AND RESPONSIBILITIES**

- Work together with the Director of Development to create and implement annual and special initiative fundraising campaigns
- Be the primary solicitor of small and mid-size individual gifts, and solicit major and capital gifts when appropriate
- Implement the delivery of donor benefits
- Write, prepare the recipient lists, and send approximately 8-10 targeted direct mail appeals each year, and manage regular electronic communications with donors, sponsors, and prospects
- Research, target, and solicit corporate donors and sponsors, and manage the fulfillment of sponsorship requirements
- Plan and execute approximately 8-12 cultivation and member engagement events each year
- Take a lead role in the planning and execution of 2-3 major special events each year
- Work together with the Director of Development on all initiatives involving the Festival's Board of Directors, including planning meetings, preparing reports and materials, and soliciting their support and assistance
- Take a lead role in managing department record keeping, including financial tracking and reporting, gift acknowledgement, and communication tracking
- Assist, as necessary, with grant writing and reporting, and the management of the grant calendar
- Most importantly, the Development Manager will engage with, foster, and enhance new and existing relationships with the many passionate, committed supporters (at all giving levels) of the Festival

### **TO APPLY**

Please send a cover letter, resume, and references to [jobs@artidea.org](mailto:jobs@artidea.org), referencing the position title in your email subject line.