

**ArtMix, Inc.**  
**Position Posting**

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Position: Vice President of Development  
Status: Full-time paid, exempt  
Reports to: President and CEO

**Position Summary:**

Reporting to and in partnership with the President, this position will be responsible for planning and implementing fund raising efforts, particularly as they relate to individual donors, corporate sponsors/funders, and special events.

**Organizational Background:**

ArtMix (formerly VSA Indiana) is a nationally award-winning 501c3 nonprofit that transforms the lives of people with disabilities through the creation of art. The organization was incorporated in 1982 and has been based in the Harrison Center since 2000. ArtMix serves the community through five ongoing programs and a variety of special projects delivered by a team of 15 Teaching Artists. The administrative staff is a team of four positions. We are poised to take the next steps in our organizational life and seek a fun & hard-working colleague to join us.

**Duties and Responsibilities:**

- Manage all aspects of individual giving program and stewardship.
- Manage all aspects of corporate sponsors/funders.
- Manage donor software (currently eTapestry) and maintenance of donor records.
- Oversee organization and implementation of fund raising special events.
- Design and lead implementation of annual fund raising plan.
- Provide staff support to Development Committee.

**Necessary Education, Experience, and Skills:**

- Experience with individual donors, special events, and corporate relationships required.
- Passion for ArtMix mission and values.
- Personal and project organizational skills must be evident.
- Strong oral and written communication skills.
- Computer literacy skills required. Must be proficient with Etapestry.
- Ability to work independently and collaborate as a member of the staff team.
- Strong work ethic and positive, can-do outlook mandatory.
- Learner outlook and ability to take responsibility for and learn from mistakes ideal.
- Bachelor's degree required.

Applications will be accepted until October 4, 2019.

Please submit cover letter and resume to:

ArtMix, ATTN: Gayle Holtman, 1505 North Delaware, Indianapolis, IN 46202,  
or [gholtman@artmixindiana.org](mailto:gholtman@artmixindiana.org).

For emailed applications, please use the following subject line: Position Inquiry  
No Telephone Calls