



Arts Ed NJ, New Jersey's foremost advocate for arts education for all, seeks a part-time Development Manager (approximately 20 hours/week). This new position will capitalize on the organization's heightened visibility to secure new sources of funding to support continued success and mission expansion.

Arts Ed NJ employs a collective impact model, working with a coalition of artists, educators, and arts organizations to promote the value of arts education for all students. Its role has expanded significantly since the start of the pandemic, providing resources and support to arts educators and school administrators, and advocating for the continued importance of the arts in our schools during these challenging times. The organization is funded primarily by grants from private foundations and government agencies, and is in a secure financial position from which to grow.

The new Development Manager will work alongside the organization's three staff members to pursue new funding opportunities, primarily grants and individual gifts. Grants are currently the major source of funding, and the Development Manager will take primary responsibility for locating, writing, and reporting on grants. The new Development Manager will be responsible for cultivating individual gift prospects and soliciting gifts in partnership with staff and board. The long-term goal for the position is to help Arts Ed NJ increase and diversify its sources of contributed revenue in order to support growing programs and advocacy work.

The successful candidate will have:

- A strong commitment to arts education.
- Previous experience with both grants and individual gifts.

- Skills and competencies needed to maintain effective donor engagement, management, and stewardship practices.
- Outstanding writing skills, especially in grant writing and donor communications.
- Excellent communication skills, both in one on one donor communication and as a public speaker who will represent Arts Ed NJ in the community.
- Strong capacity for collaboration with staff, board, Steering Committee, and community partners.
- Strong initiative, creative thinking, and the ability to complete work in a timely fashion with minimal daily supervision.

All Arts Ed NJ staff work remotely from home offices (this was true prior to the pandemic and this policy will continue for the foreseeable future). However, the Development Manager will eventually be responsible for participating in events and in-person meetings, so the ability to travel throughout New Jersey on a regular basis is required once social distancing practices are no longer needed.

This part-time position will start as an independent contractor, with the opportunity to move to full-time employment as revenue grows. While the compensation structure is negotiable, the position will be paid hourly with no benefits package.

To apply, email your resume with a cover letter in PDF format to: [bob@artsednj.org](mailto:bob@artsednj.org). Please use the subject line "Development Manager".

Arts Ed NJ is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.