

## Development Manager

Posting Date: May 27, 2021

### POSITION DESCRIPTION

The Development Manager oversees administrative functions associated with the Arts Council of Winston-Salem & Forsyth County's fundraising efforts while providing a high level of customer service to donors and partners. This is an in-office, full-time position. The Development Manager will report to the Chief Advancement Officer and will work cooperatively with the President & CEO and the Marketing & Communications Manager. This position is responsible for fundraising and development activities (including but not limited to individual gifts under \$1,000, sponsorships, corporate support and workplace campaigns) with a personal portfolio of \$700-750K annually. The annual team fundraising goal a minimum of \$2 million.

The Development Manager works to sustain and grow the current donor base while also establishing new relationships to build and advance the Arts Council's mission, visibility, relevance, impact, and financial resources. It is important that the applicant be engaged within the greater Winston-Salem and Forsyth County community.

### ABOUT THE ARTS COUNCIL OF WINSTON-SALEM & FORSYTH COUNTY

The Arts Council of Winston-Salem & Forsyth County is the chief advocate of the arts and cultural sector in Winston-Salem and Forsyth County. With a \$3 million annual operating budget, the Arts Council's goal is to serve as a leader in lifting up, creating awareness and providing support to grow and sustain the arts and cultural offerings throughout our region, ultimately bringing our community together and making it a great place to live, work and play.

### DESCRIPTION OF RESPONSIBILITIES

The Development Manager will lead efforts for the organization and be expected to generate \$750,000 annually through the following efforts:

- Annual Giving
  - o Individual giving under \$1,000
  - o Corporate giving
  - o Workplace Campaigns
- Special Events
- Develops initiatives to establish, enhance and sustain constructive relationships with young and diverse constituents, and otherwise to cultivate young and diverse prospective supporters.

- Proactively assists with the Arts Council’s pursuit and facilitation of a community-wide initiative to increase awareness and financial support for the arts from the public sector, as being both good government and good business.
- Other duties as assigned and appropriate.

## **EDUCATION, EXPERIENCE AND KEY SKILLS**

The Development Manager must be an individual of impeccable integrity and trustworthiness who possess the following skills or attributes:

- Bachelor’s degree with a minimum of 3 years of experience in progressive fundraising/advancement, marketing, sales or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Strong interest in the arts and cultural sector, and the ability to demonstrate that interest with a reasonable level of confidence and knowledge to donors and funders.
- Team player who works well with others.
- Exceptional written and verbal communications skills, and the ability to engage effectively with people of varying backgrounds and educational and experiential profiles.
- Exceptional organizational skills and the ability to self-start, to handle and supervise multiple and varied projects, and to coordinate with others to ensure that deadlines are met, and project results are promptly conveyed.
- Strong competencies in (a) with Microsoft Office products, including Outlook, Word, Excel and PowerPoint and (b) market research and analysis.
- Strong interpersonal skills and the ability to work collaboratively and collegially with others across lines of responsibilities.
- Intellectual curiosity and objectivity, and the capacity for self-reflection, critical self-evaluation and proactive self-improvement.
- Must be able to work a flexible schedule that regularly includes evenings and weekends to attend community and partner programs and presentations, and other events as required. This includes activities sponsored by the Arts Council, as well as representing the Arts Council at community events as needed.
- Political astuteness, professionalism and grace under pressure.



251 North Spruce St  
Winston-Salem NC 27101  
p. 336 722 2585  
f. 336 761 8285  
w. [intothearts.org](http://intothearts.org)

### COMPENSATION AND BENEFITS

Salary range for the Development Manager is \$45,000-\$50,000. Company-wide employee benefits offered include medical, dental and vision insurance, 403B company match after one (1) year of employment, and four (4) weeks of paid vacation with additional sick leave and holidays.

The Arts Council of Winston-Salem and Forsyth County is committed to building a staff that reflects the community served by our mission and strategic priorities. We invite applications from diverse candidates and will not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, age, genetic information and veteran or disability status.

### SUBMISSION AND DEADLINE

Interested persons should submit a cover letter and resume to Katie Hall, Chief Advancement Officer at [khall@intothearts.org](mailto:khall@intothearts.org) by June 9, 2021 at 5:00 pm.

Submissions are likely to be considered as they are received, and a decision might be made before that date. Materials submitted after that date might not be considered.