



The Arts Council for Monterey County (arts4mc.org) is seeking a full-time, exempt Development Manager.

PRIMARY AREAS OF RESPONSIBILITY

- Plan and implement a comprehensive fundraising program for the Arts Council including donor and sponsor development and grant writing;
- Design, recommend and implement fundraising activities including, but not limited to, face-to-face solicitation, direct mail, special events, acknowledgments, and cultivation programs;
- Research grant opportunities (foundations and corporations) and maintain a calendar of deadlines and submissions. Coordinate tracking of current grants to ensure compliance with interim and final reporting requirements, reports deadlines and program updates from funders;
- Lead the Team for all fundraising and donor appreciation events.

REQUIRED

- Five plus years of professional fundraising experience with a proven track record of success;
- Ability to identify, develop and execute strategic programs that build fundraising efforts;
- Strong communication skills including writing and public speaking;
- High level of organization and attention to detail and accuracy;
- Ability to establish priorities, work independently and proceed with minimal supervision;
- Ability to travel within Monterey County with a valid driver's license, reliable transportation and insurance.

Benefits

- Competitive Salary Range of \$76,000 - \$82,000 annually
- Flexible Schedule
- Health, Dental and Life Insurance, 401k with 3% Employee Match
- 13 Paid Holidays
- 2 Weeks Paid Vacation first year

To be considered for this position, please email your resume in **pdf format** to Jacquie Atchison, Executive Director - [jacquie \(at\) arts4mc.org](mailto:jacquie@arts4mc.org).

No other formats are acceptable and will not be considered. In the body of your email, please explain your interest in the position and working for the Arts Council. No phone calls please.