



Grantmakers in the Arts

Supporting a Creative America

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Bonfils-Stanton Foundation

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National Performance Network

F. Javier Torres
ArtPlace America

San San Wong
Barr Foundation

Laura Zucker

Eddie Torres
President & CEO

Janet Brown
President & CEO (Ret. 12/31/2017)

Jim McDonald
Deputy Director, Director of Programs

Kathy Lindenmayer
Director of Development & Membership

Jan Baillie
Director of Finance & Operations

JOB NOTICE: Development Manager

Grantmakers in the Arts (GIA) is seeking a Development Manager to join its team in New York, NY under the leadership of Eddie Torres, President & CEO. This position will report directly to the President & CEO, work closely with the Membership Manager, and collaboratively with other members of the GIA team, including finance, and program staff.

GIA is the only national network of private, public, and corporate arts funders in the US and Canada, including independent and family foundations, public agencies, community foundations, corporate philanthropies, nonprofit regrants, and national service organizations. GIA is widely regarded as the go-to place for relevant discussion and action within the philanthropic field. At the intersection of philanthropy and the arts, GIA breaks down silos by creating and strengthening connections with, and for, those within its membership, their grantees, and philanthropy across sectors. GIA's many programs and resources can be found at www.giarts.org.

GIA seeks a Development Manager responsible to the President & CEO for planning and implementing resource development strategies. Duties include partnering with the Membership Manager on cultivation and retention, managing grant strategy, grant proposal development, and grant reporting and evaluation. The Development Manager will work closely with the President & CEO to develop strategies conducive to achieving both short-term and long-term contributed financial goals.

Desired Qualifications and Experience

- Bachelor's degree preferred or equivalent combination of education, training, and experience in nonprofit development and fundraising
- Proven success as a grantwriter
- Knowledge of or experience with arts/culture preferred
- Knowledge and experience of philanthropy or foundations
- Maintain grants records, timelines and reporting requirement
- Management of major donors and benefits, and identifying potential donors
- Working with organizational and project budgets
- Proficient in grant application software and management of donor records
- Adept at database functions, preferably CiviCRM or equivalent software
- Commitment to working collaboratively with a range of constituent groups, including staff, board members, volunteers, donors, program partners, and participants
- Excellent verbal and written communication skills
- Proof of work eligibility and the ability to travel

Responsibilities and Duties

Fund Development

- Partner with the President & CEO to design, implement and manage fund development activities.

- Support strategies and activities for donor cultivation, solicitation, and stewardship.
- Write grant proposals in accordance with funder guidelines.
- Identify members who can increase leadership donations.
- Research foundations and corporations to identify new members and potential funding partners.
- Develop special recognition opportunities with the intent to retain or upgrade donors.

Grants Management

- Monitor current grants to ensure that anticipated outcomes are achieved.
- Provide timely reports and evaluations to funders in accordance with grant agreements.

Membership

- Support the Membership Manager to develop implement, and manage member recruitment and retention initiatives.
- Assist in designs to evaluate member satisfaction.
- Resource Development Infrastructure
- Supervise donor and gift record-keeping and acknowledgement processes.
- Oversee the management of development records and files; work with Membership Manager on gift processing.

Other

- Manage board meeting and member reception logistics as determined with President & CEO.
- Manage donor event at annual conference and other donor recognition activities.
- Verify up-to-date donor lists for communications over all platforms.
- Coordinate ongoing donor communications.
- Other duties as determined by the President & CEO in consultation with the Deputy Director/ Director of Programs.

Grantmakers in the Arts uses a Drupal platform website, CiviCRM database, Adobe Creative Suite, Microsoft Office 365, and QuickBooks.

This is a full-time (40 hours per week), non-exempt position with some after-hours, weekend work, and travel required. Grantmakers in the Arts intentionally considers candidates from historically underrepresented communities including ALAANA (Asian, LatinX, African, Arab, and Native American) populations and people with disabilities.

Compensation: Salary range: \$55,000-\$65,000 dependent on experience. A comprehensive benefits package includes leave time, insurance, and an employer-matching 401(k) plan.

TO APPLY: Candidates should e-mail a cover letter and resume to jobs@giarts.org. PLEASE no phone calls.

Application Deadline: Review of applications will begin November 17, 2017 and will close when position is filled. Applications will be acknowledged by e-mail.