Development Manager Job Description

About Hi-ARTS
Hi-ARTS is a leading cultural hub within the urban arts movement. Through artistic development residencies, vibrant multidisciplinary creative programming, and civic engagement opportunities, we empower artists to develop bold new work while creating a positive, lasting impact on our community. In 2016, we established a permanent home at El Barrio’s Artspace PS109 in East Harlem.

During 2020 and 2021, Hi-ARTS expanded from two full-time and one part-time staff members, to four full-time and three part-time staff members including the Development Manager. Our Fiscal Year 2020 annual operating budget was approximately $500,000, with growth projected in FY 2021 and 2022.

Hi-ARTS values artists who respond to social justice themes and/or bring visibility to their lived experiences; innovate and push known aesthetics into new and dynamic interdisciplinary forms; create new original works that expand the perspectives traditionally represented in contemporary performance and other creative areas; and value interaction with community as a means of both developing content and providing broad public engagement.

Job Description
Hi-ARTS seeks an experienced and dynamic Development Manager to join our growing team. The Development Manager is responsible for raising individual and major gifts, and securing institutional support towards Hi-ARTS’ $800,000 - $1,000,000 annual operating budget. This role has exciting potential for growth. The position reports to the Executive Director, is supported by development/grantwriting consultants, and may supervise interns. The Development Manager also collaborates with other departments: Marketing, Programming, and Operations.
KEY RESPONSIBILITIES

- Participate in overall planning and execution of Hi-ARTS’ development plan
- Maintain an annual grant calendar
- Lead completion of proposals and reports for foundation, government, and corporate entities in collaboration with development/grantwriting consultants
- Coordinate cultivation and fundraising events (2-4 per year) in collaboration with General Manager
- Design and implement annual fundraising campaigns in collaboration with Marketing Associate
- Identify, research, and support Executive Director’s cultivation of prospective funders, major donors, and board members
- Work with Executive Director and Program Manager to identify opportunities for new initiatives, as well as secure the support necessary to realize these ideas
- Keep donors and key funders apprised of ongoing activities, manage a tracking and communication calendar, and acknowledge donations and grants
- Serve as Board liaison: engage board members around fundraisers, board recruitment, meetings, regular public programming, and special gatherings; and secure annual donations
- Support Executive Director in planning and executing Board meetings, including preparing fundraising reports and other materials and drafting meeting minutes
- Support Executive Director in formalizing Board and committee structures
- Support Nominating/Development Committee and, as needed, Finance/Audit Committee and other committees
- Establish and maintain a new donor database (Hi-ARTS will begin using Salsa CRM in 2022)
- Provide support for in-person events

QUALIFICATIONS

- Must embrace the mission and values of Hi-ARTS
- Sensitivity to historically excluded performance and visual artists
- Three to five years of experience in nonprofit fundraising
- Demonstrated experience in event planning and development
- Previous experience working closely with a Board of Directors
• Broad knowledge of the professional arts industry and urban arts landscape
• Understanding of East Harlem and/or neighborhoods with similar cultural, racial and socioeconomic demographics
• Proficiency in Google Suite (Gmail, Drive, Docs, Sheets, Presentations)
• Ability to work in and fully leverage donor databases and CRMs
• Clear communicator with excellent speaking, writing, editing, and proofreading skills
• Detail-oriented with time management and problem-solving skills
• Ability to effectively collaborate with staff on a small, growing team

Please note: Hi-ARTS staff is currently exploring a hybrid work model and remain in conversation about returning to an in-office schedule. Currently, all staff members must provide proof of COVID-19 vaccination according to the “Key to NYC” Vaccine Mandate.

COMPENSATION
This is a full-time (40 hours per week) salaried exempt position. Salary is $65,000 per year. The position includes medical, vision, and dental coverage. Hi-ARTS has a generous and flexible vacation, personal, and sick leave policy.

HOW TO APPLY
Email search@hi-artsnyc.org with subject line: Development Manager. Include a cover letter in the body of the email and attach a resume. Only those candidates selected for an interview will be contacted. Priority will be given to applicants that submit information by November 19, 2021.

EQUAL OPPORTUNITY EMPLOYMENT
Hi-ARTS is an Equal Opportunity Employer. All candidates for employment are considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state, or local law.