

Progressive Arts Alliance Job Opening: Development Manager (Part-Time)

Progressive Arts Alliance (PAA) seeks a part-time Development Manager (20 hours per week) to lead fundraising activities in support of our dynamic arts-in-education programming to greatly expand our growing organization's community awareness and support, especially among individuals, corporate donors, and key community partners. The ideal candidate will thrive in a fast-paced, hands-on environment with limited resources. Exceptional and savvy fundraisers are strongly encouraged to apply. Position could become full-time in the future should the funding become available to do so. Current salary is \$20,000.

Responsibilities

The Development Manager works closely with the Executive Director to plan and implement the fundraising strategy of PAA. S/he will be responsible for providing leadership, strategic direction, management and coordination of a comprehensive fundraising plan, including cultivating individual prospects, corporate and foundation relations, grant writing, and special events.

Duties

- Assist the Executive Director and Board of Directors in the development and implementation of a fund development strategy;
- Develop annual fundraising plan that supports PAA's strategic plan;
- Execute PAA's corporate and foundation grants program: prospect research, proposal writing, as well as grant submission, stewardship, and reporting activities;
- Support, participate in, and help strategize donor cultivation efforts;
- Manage and grow PAA's individual giving annual campaign;
- Create and market funding opportunities for prospective donors; build and nurture relationships with stakeholder groups; oversee donor communication and recognition;
- Help develop planned giving program;
- Manage activities of Board Development Committee and support Board solicitation activities;
- Accurately record, maintain, and manage all fundraising data in hard and electronic files;
- Other duties as assigned.

Qualifications

- Bachelor's degree; advanced degree and/or formal grantsmanship training a plus;
- Three to five years fundraising experience;
- Significant track record in foundation grant writing, prospect research, and stewardship;
- Excellent writing and organizational skills;
- Ability to organize, prioritize, adapt to change, and handle multiple projects;
- Easily able to work independently and as part of a team;
- Proven ability to develop plans and timelines and follow through to completion;
- Apple computer proficiency (PAA operates an all Mac office);
- Mastery of Microsoft Office applications and internet and non-internet research tools;
- Experience with fundraising databases, Salesforce experience a plus;
- High professional standards, fine attention to detail, and deep commitment to the arts education and nonprofit sectors;
- Arts, arts education, or education development experience strongly preferred.

How to Apply

Submit cover letter, resume, and a 3-5 page grant writing sample by email or mail to the addresses below.

Email: hr@paalive.org

Mail: Development Manager Search
Progressive Arts Alliance
2310 Superior Avenue E Ste 280
Cleveland, OH 44114

No phone calls please.

Applications will NOT be accepted in person. Applications must be received no later than June 29, 2009.