



August 8, 2022

Work with More Art! We are seeking a part time Development Manager.

We will be accepting applications on a rolling basis until the position is filled, with priority attention given to applications received before August 22, 2022.

ABOUT MORE ART

More Art is a New York City based public art organization. We provide commissioning opportunities, strategic project support, mentorship, educational programs and artistic development resources for artists at all stages of their career. We commission artistic and social engagement collaborations that result in site-specific projects exhibited in public spaces. It is through our dynamic relationship with artists, neighbors, community organizations, public agencies, and advocates that we create unique public art that reflects artistic rigor and social impact. More Art is a 501(c)(3) nonprofit currently based in Chelsea, Manhattan. To learn more about the organization please visit our website: <http://www.moreart.org>

THE POSITION

The Development Manager works closely with staff to develop, implement, and manage fundraising and cultivation initiatives including online campaigns, annual fundraising events (eg. gala, dinners), and special events. The position reports directly to the Executive Director and works closely with all staff, providing administrative, strategic, and logistical support for Development-based activities, focusing on individual giving and fundraising events.

The candidate should have a collaborative nature, with great organizational and writing skills, self-motivation and the ability to multitask. Familiarity with arts activism, social practice art, and community-based art are a plus. The position requires an open, caring, and hospitable disposition, as well as the ability to set boundaries. The candidate must have advanced computer and digital skills.

- **Research, plan, and implement:** Look into various fundraising methods, platforms/techniques, other organizations, and creative tactics. Based on research, create

timelines and work flows for events, campaigns, and fundraisers. Manage and execute the strategy, nuts, and bolts of fundraising and donor relations for More Art.

- **Write and Design:** Write copy and create outreach and marketing materials for fundraising and cultivation initiatives and events, including working with the graphic designer/Communications and Programs Assistant to develop designs and craft newsletter copy, donor communication, and invitations for special events and fundraising initiatives. Draft and design supplemental materials to be used for fundraising purposes (social media campaigns, video scripts, slideshows, printed matter, brochures, flyers) - Note: graphic design skills are a plus, but not required. Knowledge of powerpoint, google docs, etc. are required for collaboration with the Communications and Programs Assistant.
- **Dissemination:** Create general outline of the target audience who will receive fundraising outreach and when (More Art community lists, new donor prospects).
- **Outreach:** Research and reach out to potential partners, sponsors, and in-kind donors.
- **Follow up:** Track and manage follow up and communications with vendors, donors, sponsors, and stakeholders.
- Manage and track donor data through Salesforce, including maintaining the database of donor contact information, giving history, donation amounts, and communication.
- Produce donor and fundraising reports for the Executive Director.
- Manage donor cultivation and stewardship communications, including sending thank you notes for donations, and designing and sending impact updates.
- Conduct donor and funder research to continue to flesh out the organization's funding pipeline.
- Collaborate with staff and board of directors on strategy and tactics for individual donations and cultivation.
- **Technical logistics:**
 - Manage audio visual and technology components needed for programs such as virtual events, fundraising events, and more (eg. Zoom moderation, Gala video projection).
 - Research, setup, and manage digital fundraising and platforms (eg. GiveLively)
- **Event Management:** Manage hospitality and event logistics for all fundraising and cultivation events including managing guest lists, sourcing catering, food/beverage, vendors, and staffing. Work with the Director of Operations to develop and track event-based budgets.

Reports to: Executive Director and Director of Operations

Works closely with: Executive Director, Director of Operations, Communications and Programs Assistant, Grant Writer.

REQUIREMENTS

- At least three years experience in non-profit arts programming, development and/or art management outside of internships.
- Outstanding written and oral communications skills.
- Strong digital skills, proficient in social media, email marketing, virtual platforms, and technical/digital knowledge in general (eg. Mailchimp, Salesforce, Zoom, Google Docs).
- Experience creating, managing, and running events
- Competency for budgeting and reporting
- Knowledge of Photoshop and InDesign are a plus, but not required.
- Ability to work evenings and occasional weekends.
- Excellent skills in project management.
- At this time, all More Art staff, contractors, and volunteers are required to be fully vaccinated and boosted. Due to the policies of the co-working office building, there are no exceptions. When working at in-person events, everyone must also be willing to wear a mask.

We recognize that a successful candidate will meet many, but not all, of the requirements listed on this job description. If much of this job description describes you, we encourage you to apply.

LOGISTICS, CULTURE and SALARY

This role is an independent contractor position, with an average of 12-14 hours per week at \$35/hr. Start date, September 2022.

The position is currently hybrid virtual with occasional in-person work at our office in Chelsea and around NYC, providing support for in-person fundraising activities. Working hours are flexible within Mon-Fri but must be available for attending public events which sometimes occur on evenings and weekends. Candidates should be located within the five boroughs of NYC.

More Art fosters equity through the projects we produce, and how we produce them, and we strive to create an inclusive workplace culture that is both sustainable and fulfilling.

More Art is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, gender identity, sex, age, national origin, ancestry, physical disability, mental disability, medical condition, veteran status, expunged juvenile record, or sexual orientation.

More Art is an organization with 5 core staff members and an average annual operating budget of \$260k.

APPLY

If you are interested in the position, please send the following materials to shona@moreart.org, in a single PDF document:

- Resume
- Cover letter demonstrating your interest in the position, your relevant experience, your interest in working with More Art..
- 1 Writing sample (press release, academic article, journalistic writing, or other)

We will be accepting applications on a rolling basis until the position is filled, with priority attention given to applications received before August 22, 2022. If the position is still listed on our website at www.moreart.org/get-involved, then it is still active.