

Manager of Development

Job Type: Full-time, Salaried

Compensation: \$50,000-\$55,000

Are you a highly motivated individual with strong credentials and a passion for arts and culture to serve as our new Manager of Development? The Greater Pittsburgh Arts Council is hiring a Manager of Development to support our development plan. This position will be responsible for managing the Art Council's development plan to cultivate and solicit support from individuals, foundations, corporations, and government sources. This position reports to the Director of Development and Grantmaking.

Responsibilities

- Write and develop grant and sponsorship proposals and reports as needed. Previous experience and proven track record with Pittsburgh area funders are preferred.
- Assist in identifying corporate, foundation, and individual prospects and conduct research to determine interest and giving potential.
- Write and develop annual giving campaign materials and work with the Communications department to determine a timeline and graphics.
- Support the Director of Development and Grantmaking in designing and fundraising for all special events.
- Maintain an accurate development calendar inclusive of application and reporting deadlines.
- Work with the Director of Development and Grantmaking and other staff to organize, coordinate, and implement all activities related to annual applications, reports, and supporting materials.
- Research new opportunities and assist the Director of Development and Grantmaking in managing these relationships.
- Project management: All Arts Council staff manage projects and deadlines and should be proactive in their project management.

Qualifications

- **Education & Experience:** 3-5 years of experience in nonprofit grant writing and working knowledge of EveryAction or other CRM preferred.

Professional skills and experience:

- Excellent written and verbal communication skills and proficiency in research, interpreting, and analyzing various data.
- Highly organized, able to multi-task, and meet internal and external deadlines.
- Experience working with diverse audiences and stakeholders
- Active dedication to creating an anti-racist organization, especially as this intersects with fundraising tactics and their impacts on diversity, equity, accessibility, and inclusion (DEAI)
- Commitment to contributing positively to a collaborative, often fast-paced, work environment
- Interest in supporting the growth of the Arts Council through a period of transitions, including the selection and announcement of a new CEO, a new office space, and several other projects

Working at the Arts Council

Benefits

This is a full-time, exempt salaried position. Occasional weekend and evening work may be necessary. Salary is posted at \$50,000 - \$55,000, commensurate with experience. Benefits include health insurance, vision, dental, life, and disability insurance. Paid time off (sick, personal, and vacation) and thirteen (13) holidays. The Arts Council offers a 403(b) employee-contribution retirement plan.

Remote work

This position supports hybrid work, with most of the work occurring remotely and occasional onsite work occurring at the Arts Council's offices located in the Cultural District in Downtown Pittsburgh. Employees are provided an organization-issued laptop for the duration of employment. Our office has an open floor plan. Candidates working in our offices should expect to work in an environment with background noise, variable temperatures, and frequent interruptions. When working remotely, you are expected to maintain a high-speed Internet connection supporting collaborative work, such as Zoom meetings.

Our culture

We pride ourselves on creating a fun, flexible, and creative work environment at the Arts Council. We encourage our staff to come as they are – whether in your new favorite band t-shirt, being accompanied by your pets in our Zoom meetings, or sharing your passions outside of work. The Arts Council is dedicated to uplifting all voices, and decisions are often made as a full team. Our employees are open, supportive, and inclusive. A passion for the arts is a must.

We are in an amazing time of transition and growth. Our employees are involved in shaping the future of our organization, including envisioning a new office space, developing a new strategic plan, and reimagining new and old programs. Are you interested in thinking strategically and helping us reach our goals to support our arts community?

How to Apply

Interested applicants should send a cover letter (no more than 2 pages), résumé, and contact information for three references via email to jobs@pittsburghartscouncil.org.

The deadline for job posting is February 1, 2023

About the Greater Pittsburgh Arts Council.

The Greater Pittsburgh Arts Council is the region's primary arts service organization that provides advocacy, professional resources, research, and grantmaking to artists and nonprofit organizations in 10 counties within Western Pennsylvania. We are a membership organization with more than 600 diverse artists and arts organizations of all disciplines. We exist to help our community thrive and assist artists and arts administrators to grow their skills and art practices.

*** Mission**

To expand the reach and impact of the region's diverse and vibrant arts and culture community by providing leadership, advocacy, capacity building, and connections.

*** Vision**

To create an equitable, innovative, and flourishing arts and culture community that shapes our thriving region.

Arts Council's Commitment to Equity

Arts Council values equity as essential to its mission to expand the reach, influence, and effectiveness of the region's diverse and vibrant arts and culture community by providing leadership, advocacy, capacity building, and connections. We are committed to diversity and equity in gender, age, religion, race, ethnicity, ability, national origin, gender identity, sexual orientation, and other characteristics. Differences provide varied viewpoints, ideas, and connections that strengthen and enrich Arts Council's work with the communities in our region. Our goal is to create and maintain an inclusive, respectful, and equitable environment and to engage the talents of people with varied backgrounds, experiences, and perspectives to accomplish our mission.

To learn more about the Greater Pittsburgh Arts Council, please visit our website at PittsburghArtsCouncil.org or follow us on social media on [Facebook](#), [Twitter](#), [LinkedIn](#), and [Instagram](#).