



## Development Manager Job Description

Strawtown Studio seeks a personable and skilled Development Manager to oversee all fundraising and development operations for its non-profit. Founded in 2002, Strawtown is an environmental arts education organization dedicated to connecting children and communities with the natural world through art and science discovery programming. Strawtown is centered in the lower Hudson Valley, and is engaged in developing and delivering programming that is rich in the areas of: arts and culture, environmental and climate literacy, water advocacy and stewardship, and community building. We are a team of 3 full-time and 3 part-time staff with a studio and office based in Garnerville, NY. With our Board of Directors, we are currently implementing a 3-year strategic plan.

The Development Manager position is for someone who enjoys high-level performance in a creative atmosphere. This role requires balancing self-directed work with collaborative, project-based efforts. The ideal candidate is highly organized, innovative, and detail-oriented with the ability to understand what is happening at all levels of the organization. They are a systems thinker and a collaborator, share the Strawtown values and vision, and they will be interested in growing with us long-term.

This is a full-time hybrid position requiring two to three days per week onsite in Garnerville, NY, as well as at program and event locations. See below for details on responsibilities, hours, and qualifications.

### **JOB SUMMARY**

The Development Manager leads and implements all development efforts aligned with Strawtown's strategic goals. Working closely with the Directors and consultants, this role identifies, cultivates, and secures a diversified range of private donors, foundations, corporations and government funders. Responsibilities include donor stewardship, fundraising communications, CRM/database management, grants administration, and event management. The role will also contribute to fundraising and communications strategies associated with new program initiatives, including the development of online learning content and Learning Management System (LMS) course offerings.

### **Development & Fundraising**

- Cultivates diverse public and private funding sources by regularly updating and implementing the development plan.
- Works closely with the Directors to establish and steward relationships with donors, foundations, and partners.
- Supports all fundraising campaigns and initiatives including: planning, communications/social media, event registration, website and online platforms.
- Maintains the Bloomerang CRM and Mailchimp databases, including reporting, mailing list generation, data entry, integrations/mapping, and segmentation for targeted appeals, annual mailings, and grant activity.

- Ensures timely acknowledgment and recognition of donations, and accurate routing of all gifts in internal systems.
- Assists the grant writer with funding opportunity research, proposal assembly, deadline tracking, and reporting requirements.
- Leads development-related components of the strategic plan and supports board engagement and growth.
- Develops policies and procedures to ensure compliance with best practices.
- Stays current with philanthropic and foundation trends.
- Supports fundraising and communications needs related to new program initiatives, including online learning and LMS-based course development.

**Events Management & Execution**

- Leads planning and execution of major fundraising events, including logistics, marketing and communications, online forms, sponsor management, tech support, volunteer and vendor management, and donor follow-up, etc.
- Designs and manages small-scale cultivation events to deepen supporter engagement.
- Collaborates with the Directors and Board to develop new mission-aligned events.

**QUALIFICATIONS**

- Bachelor's degree or equivalent.
- Minimum of 5+ years of experience in development and fundraising.
- Excellent communication skills – listening, verbal, and written – with the ability to adopt Strawtown's brand voice and write in a clear and compelling style.
- Experience managing CRM systems and fundraising platforms.
- Ability to analyze and evaluate fundraising performance.
- Excellent project management skills with the ability to prioritize multiple projects with varied timelines.
- Demonstrated ability to improve systems, workflows, and efficiency.
- Self-motivated, goal-oriented, and eagerness to learn new tools and techniques.
- Strong organizational and time-management skills.
- Ability to foster a work environment of mutual respect, team building, and collaboration.
- Must be detail-oriented and solutions-focused.
- Proficiency with MacOS, Google Workspace, Bloomerang, Mailchimp, Asana, MS Office, and social media.
- Experience with arts non-profit preferred.

**Reports to:** Executive Director and Program Director

**Schedule:** Full-time (40 hours/week), exempt position. Monday - Friday, 9am – 5pm, with occasional nights and weekends.

**Location:** Garnerville, NY, Hybrid remote (2-3 days in-person with flexibility).

**Compensation:** \$80,000 / year

**Benefits:** Inclusion in health, dental, vision, and life insurance plans, and disability coverage; Paid time off for holidays, vacation and sick days, as well as paid family leave. Available after



90-day trial period. Remote work equipment and professional development opportunities will be provided.

**To Apply:**

- Please submit a resume and letter of introduction via email to [info@strawtownstudio.org](mailto:info@strawtownstudio.org). Please write "Development Manager" in the subject line.
- References and 2 writing samples that demonstrate your capabilities will be requested after the first interview.
- This position will be open until filled.
- Please familiarize yourself with our website before applying: [strawtownstudio.org](http://strawtownstudio.org)

Thank you!

*NOTE: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

*Strawtown Studio does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, and vendors.*