



THE ART EFFECT

DIRECTOR OF Development and Communications Poughkeepsie, NY

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The Art Effect empowers youth to develop their artistic voice to shape their futures and bring about positive social change. Based in Poughkeepsie, we help young people in the Hudson Valley explore, experience, and excel in the arts, introducing them to visual arts and media, giving them the opportunity to develop real skills in these fields, and guiding them towards achieving their academic and career goals.

The Art Effect is in a period of growth and is looking for a full-time Director of Development & Communications to be an effective partner to the Executive Director, leadership team, and Board of Directors in guiding the organization to fulfill an ambitious mission.

POSITION SUMMARY

The Art Effect's Director of Development and Communications is part of the leadership team and is responsible for all aspects of fundraising, marketing, and communications. Managing a team of two full-time positions and working closely with all staff members, the Director of Development and Communications must be a well-rounded fundraising professional with communications acumen; a team player; and able to manage multiple deadlines and priorities on a daily, weekly, quarterly, and annual basis.

RESPONSIBILITIES/DUTIES

- **Oversee development strategies to raise over \$1 million+ for The Art Effect annually**
 - Develop grant proposals to solicit institutional, private, corporate, and government funding sources; provide timely reporting and ensure compliance
 - Identify and develop new corporate, community, and individual prospects for the organization's fundraising priorities
 - Work with senior staff on budgeting and program evaluation
 - Manage individual donor giving, including all aspects of direct donor mailings and biannual appeals
 - Develop major donor pipeline and strategy, in partnership with Executive Director

- o Build and execute corporate sponsorship campaigns
- o Ensure donor database information is current and accurate
- o Ensure proper acknowledgement of all gifts and donations
- o Attend community events/meetings and represent The Art Effect
- o Secure in-kind locations and donations for events and programs
- o Ensure successful annual fundraising events, including Art After Hours and Art After Dark
- o Coordinate Institutional Advancement Committee and serve as Board liaison, as necessary
- o Participate in Trolley Barn Campaign by helping to lead a collaborative team in raising \$1.5 million for The Art Effect's move to the Trolley Barn (anticipated 2023)
- o Manage Development Assistant
- **Supervise external communications**
 - o Supervise Marketing & Communications Manager
 - o Ensure adherence to The Art Effect's unique brand
 - o Provide direction for language and messaging across all platforms and programs, including Trolley Barn Gallery exhibitions and revenue-generating programs, art classes, and Forge Media
 - o Manage The Art Effect's communication messages on key issues and agency-related activities, including major fundraising initiatives

EXPERIENCE/SKILLS

- 10+ years of experience in progressively senior development roles
- Experience in nonprofits a must; experience in arts or youth development a plus
- Experience in marketing and communications strategies
- Expert writer and communicator
- Able to prioritize multiple tasks and deadlines
- People-person, excited to get out there and meet with donors and funders
- Knowledge of CRM databases - CiviCRM ideal

TO APPLY

This is a full-time position offering medical and dental benefits, 401K, paid time off, and others. Salary range: \$62,000-70,000

Please email cover letter, resumé, and 3 references to employment@feelthearteffect.org. Applications will be accepted on a rolling basis. No phone inquiries will be accepted.

Learn more about us at thearteffect.org.