



Development Project Manager

Our Culture: Why work with us?

CATA is about creating the community we believe in: one that recognizes the value of all of its members. We are a cohesive team, with an organizational culture rooted in curiosity, generosity, gratitude, and accountability. We are bold, creative, and innovative, inspired and led by our shared mission and strategic goals. Our leadership style is marked by a blend of transparency, accessibility, authenticity, and a deep dedication to fostering the growth and development of our team.

Who We Are :

Community Access to the Arts (CATA) is an innovative nonprofit that nurtures and celebrates the creativity of people with disabilities. For 30 years, CATA has been a trailblazer in artistic inclusion. In powerful arts programs, children, teens, and adults with disabilities explore new interests and express themselves creatively, developing personally and artistically through dance, theater, singing, drumming, juggling, painting, yoga, creative writing, and more. Their vibrant work is showcased in CATA's public events— dynamic performances, readings, and art exhibits, presented in collaboration with premier cultural institutions in the Berkshires including The Clark Art Institute, Shakespeare & Company, and The Mount. Located in Great Barrington MA, CATA has an annual budget of \$2.4M. CATA is led by a dedicated team of 15 full-time staff with 25 part-time teaching faculty and a 17-member board of directors. www.cataarts.org

Who You Are:

You are the kind of person who thrives on juggling multiple tasks with precision and ease. Imagine bringing your laser-sharp focus to a role where every detail counts. You can easily toggle between long-term planning and short-term strategies. Your ability to creatively and effectively solve problems is your superpower. Your friendly and cooperative spirit shines through in all your interactions.

A day in the life of this role:

You'll be joining an organization at the forefront of innovative programs with deep-rooted community ties, a new state-of-the-art facility, and a steadfast commitment to equity. As a team leader, reporting to the Development Director, you will oversee the Development Associate and collaborate extensively with dedicated colleagues in development and communications. You'll use your strong organizational skills to plan, implement, and oversee fundraising activities including annual campaigns, special events, institutional giving initiatives and donor cultivation and stewardship.

Responsibilities:

- Department and Project Management: With the Development Director, work with and supervise the development team to set and meet fundraising goals by overseeing operations, project management, and calendars across major department initiatives, ensuring the department runs like a well-oiled machine
- Annual giving: Oversee the organization's annual fund campaign, managing schedules and planning and working with staff to supervise segmentation, production, and mailing of appeals and fundraising communications, including print, web, email, and social media messages
- Institutional giving: Oversee and coordinate grants process, including calendars, schedules, research, proposals, and reporting; work with senior leadership and grantwriter to write and edit grant applications and reports to increase grant funding and corporate sponsorships
- Budgets: Manage financial reconciliations, monitor expenses, and track fundraising progress to goal with regular reports for leadership;
- Tracking and Reporting: Oversee database and manage donor systems and software; supervise Development Associate to ensure accurate, timely gift processing, acknowledgement letters, database records, and reports
- Event Coordination: Work closely with leadership and Development Coordinator to plan and execute fundraising events, including annual gala; supervise gala and event vendors
- Donor cultivation: Manage stewardship systems for mid-level and annual fund donors and Loyalty Society; manage the donor pipeline, identifying prospects for deeper cultivation in partnership with DD; support senior leadership in cultivating, stewarding, and soliciting major donors

What we need from you:

- Solid experience in nonprofit fundraising, with demonstrated success in project management and setting and achieving goals
- Strong time management, organizational planning, and administrative skills
- Comprehensive management experience including short and long-term planning, managing people, and managing budgets
- Demonstrated ability to work collaboratively in a team setting
- Superb written, verbal, and interpersonal skills
- Proven ability to prioritize and execute multiple tasks and projects concurrently in a fast-paced environment
- Knowledge of fundraising best practices including ethics, research and cultivation, proposal writing, special events, solicitation, direct mail, gift processing, and fundraising reporting

- Proficiency in Google Suite, MS Office, CRM software, donor databases, project management tools, and other fundraising technology; Bloomerang experience a plus
- Ability to relate to a diverse range of people and stakeholders with ease, discretion, and diplomacy and to exercise cultural competence and inclusion
- Must have reliable transportation to Great Barrington, MA. Local travel is required to attend CATA events, with mileage reimbursement available
- COVID vaccination required of all CATA employees

Benefits and Compensation:

The Development Project Manager is a full-time exempt position. Salary is commensurate with relevant experience, within the framework of the organization's operating budget, and in the range of \$60,000 - \$70,000 annually. An excellent benefits package includes:

- 100% employer-paid health & dental insurance premiums for employees (retroactively effective to hire date)
- Family health and dental packages
- Retirement savings program of 401k plan with 4% employer match
- Generous paid vacation (80 hours in first year increasing to 120 hours after second year) plus separate sick time
- Paid holidays including all federal holidays plus days before and after Thanksgiving; three extra December days, two floating religious holidays, birthday holiday, and extra "restorative week"

How to Apply

Candidates should send a resume and a cover letter that describes how their qualifications and experience match the need. Apply here: <https://www.applicantpro.com/openings/cataarts/jobs>
All inquiries and materials will be confidential.

CATA is an Equal Employment Opportunity employer and actively seeks a diverse pool of candidates. CATA welcomes people from all racial and ethnic backgrounds, abilities, gender identities, religions, ages, and sexual orientations to apply.

Apply by: Position posted until filled.