Development Manager

The Development Manager is responsible for planning, organizing, and managing all aspects of the Dairy Arts Center’s fundraising initiatives, including but not limited to major gifts, annual fund, planned giving, and special events. The Development Manager reports to the Executive Director and works closely with members of the Development Committee.

About the Dairy Arts Center

Dairy Arts Center was founded in 1992 to provide cooperative workspaces for local artists and venues for live performance in Boulder County. The building’s transformation from a former milk-processing facility to a thriving multi-disciplinary arts hub for Boulder and beyond is a nationally recognized example of constructive urban development and renewal. Today’s 46,000 square foot facility houses disciplines ranging from visual arts, theater, and film to dance and music. A professional environment complete with art galleries, performance venues, teaching studios, offices, rehearsal spaces, dance studios, and a 60-seat art-house cinema, it is Boulder’s largest multi-disciplinary arts center.

Responsibilities

- Support the Executive Director and Development Committee members in further developing the Dairy’s major gifts program to include identification, cultivation, solicitation, and stewardship of major donors
- Manage the annual fund program
- Assist with building a planned giving program
- Manage communication strategies, including marketing, public relations, and social media related to development and fundraising efforts
- Maintain donor database, reporting and data analysis; gift acknowledgement, and maintenance of foundation, corporation, and individual donor files
- Manage Colorado Gives and Guide Star webpages with up to date organizational information
- Manage all aspects of grant writing initiatives including research, writing, and tracking
- Create monthly written development activity and fund raising reports and other database reports as needed for monthly board meetings
- Work with board committee chair to schedule and send notice of meetings, provide materials and information as needed and requested, and take and distribute meeting minutes. Assist with task follow-up and completion
- Manage the Board of Directors handbook and Board information on the Dairy website

Qualifications

- Bachelor’s degree in Arts Administration or related field
- 5+ years’ experience in professional fundraising with demonstrated success
- Familiarity with donor management systems such as Raiser’s Edge
- Working knowledge of Microsoft Office Suite
- Strong interpersonal and written communication skills
• Passion for the arts
• Ability to motivate staff, board, and volunteers
• Desire to build authentic relationships with donors and volunteers
• Strong sense of initiative to complete set goals

Compensation
The salary range for this full-time position is $45,000 to $55,000.

Benefits
Health and life insurance
Dental and vision
Discounted health club membership

How to Apply
Please email your resume and cover letter to vneely@thedairy.org with the subject line “Development Manager.” No phone calls, please.