



Fund for the Arts Job Description

Position Title: Donor Relations Manager

Position Reports To: Chief Development Officer (with dotted line to Director of Development Operations)

Supervisory Responsibility: None

WHO WE ARE

At the Fund for the Arts, we believe that **art is a right**, not a privilege, because art is a fundamental **expression** of the **human condition**. We envision a healthy and vibrant community where **everyone embraces** the art that exists in our lives every day, where **everyone contributes** to the well-being of our arts community, and where **everyone belongs**. Our mission is to contribute to the overall health and well-being of our community by **generating resources** for, **investing in**, and **supporting** our local arts, artists and arts organizations.

OUR VALUES

Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning

Position Summary

Reporting to the Chief Development Officer and as a member of the Development Team, the Donor Relations Manager will serve as a front-line contact for corporate workplace giving campaigns, individual donors and community members, stewarding relationships and coordinating the stewardship and special events of Fund for the Arts. They will develop strategies to deepen and expand engagement, involvement, and support of the Fund by providing an exceptional donor experience for all stakeholders.

Central to this position is developing a consistent and best practice-based donor experience that can be implemented across all donor levels and integrated into all fundraising, special events and communications efforts. Primary opportunities for achieving growth targets in this position come from identifying and creating new engagement and cultivation strategies for individual, corporate and foundation donors as well as improving donor acquisition and retention through stewardship efforts in accordance with Development Team goals and strategies.

Responsibilities Include

- Develop and implement a best practice informed, comprehensive donor relations program strategy that provides an exceptional donor experience, encourages continued support of and engagement with the Fund, and results in new opportunities for engagement, cultivation and stewardship for all Fund donors.
- In collaboration with the Director of Development Operations, establish and manage information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and members to enhance their relationship with Fund for the Arts, and increase the likelihood of continued contributions.

- With the Director of Annual Giving, coordinate the timely preparation of strategic written and electronic communication in support of donor solicitations, donor relations and stewardship activities.
- Manage and maintain the Fund for the Arts eCampaign giving system
- Support Director of Annual Giving in developing a comprehensive annual plan to identify, cultivate, and solicit workplace donors and prospects in accordance with funding priorities, with increasing responsibility for shepherding \$1-2 million annually
- Delivers some workplace giving campaign presentations throughout the year
- Develop consistent communication practices that motivate and engage workplace campaign chairs by collaborating to identify opportunities for employee engagement and connection to the arts
- Work closely with Development Team to ensure appropriate donor stewardship and recognition benefits for assigned portfolio
- Manage the data-entry related to all workplace campaign activities including tracking of campaign status, donations, and progress to goal
- Provide data, donor information, workplace campaign reports, and analysis as requested
- Prepare and provide standard and customized reports and queries to track workplace campaign progress and success, donor lists, and other reports as necessary
- Manage annual Metro United Way employee giving campaign in partnership with Metro United Way campaign manager
- Manage acknowledgement letters and handwritten stewardship notes for major donors in collaboration with Office Manager
- Serve as the administrator and coordinator for stewardship events/activities including, but not limited to, leadership giving, annual giving, new donors, and sustaining donors
- Work closely with the Communications Team to ensure appropriate donor stewardship and recognition for all donors to maximize results, avoid duplication of effort, and ensure comprehensive follow-up
- Work in collaboration with the Chief Development Officer to establish donor benefits and consistent communication practices with giving societies and programs.
- Maintain a working knowledge and awareness of arts and culture activities in Louisville, overall development and fundraising trends, as well as trends and issues that affect business climate, culture and economic environment which could impact fund development.
- Other duties as assigned, including occasional help on weekends or evenings at Fund for the Arts-sponsored events.

Competencies & Skills

- Demonstrated success building, connecting, cultivating and stewarding new relationships with donors, volunteers and other stakeholders leading to measurable results
- Demonstrated ability to both listen and interact persuasively and personably with employees at all levels of organizations
- Ability to set goals and develop strategies for achieving them
- Ability to recognize opportunity and make connections
- Event planning and/or communications planning acumen and attention to detail
- Intellectual curiosity, analytical skills, and problem-solving capabilities
- Ability to balance multiple projects, prioritizing against stated objectives, and work independently
- Demonstrated success working collaboratively and cooperatively with peers, across departments, and with other organizations and entities
- Demonstrated understanding of the complexity of the volunteer/professional relationship and success managing those relationships in a warm and professional manner
- Track record of sound judgment and decision-making

- Openness to new ideas, coaching and continual process improvement
- Commitment to the mission, vision and values of Fund for the Arts

Requirements

- Bachelor's degree and three or more years development experience preferred, or equivalent combination of education, training, and experience
- General understanding of best practices in philanthropy and donor stewardship

Benefits

Full-time Equivalent, Salary Range \$40,000-\$50,000 (depending upon qualifications and experience), health, dental, vision, short-term disability and life insurance. 401(k) upon meeting eligibility requirements. Vacation and holiday pay. Employer paid parking.

Fund for the Arts is an equal opportunity employer committed to equity and belonging in the workplace and does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability.