Job Posting

Position Title: Development Manager
Status: Exempt, full-time
Salary Range: $55,000 - $60,000
Reports to: Executive Director
Interviews to Begin: June 17, 2024
Anticipated Start Date: July 11, 2024
Note: Only those selected for an interview will be contacted

About the Role: The Peggy R. McConnell Arts Center (MAC) of Worthington seeks a motivated Development Manager to lead philanthropic efforts for the multi-disciplinary arts center serving Worthington and the greater central Ohio region.

The Development Manager will collaborate with the Executive Director, Development Committee, and Board members to cultivate new donors, steward existing supporters, and develop new funding streams for programs and operations. The Development Manager will create a fundraising plan, lead activities for all gift entry and gift acknowledgments, manage the donor database, plan the annual fundraiser, and support building operations when needed by attending some night and weekend events. Staff members are asked to assist at times for evening building coverage, Saturday hours, and events.

About the MAC: The MAC is a dynamic multi-disciplinary arts center located in Worthington, Ohio in the historic former Worthington High School building. The MAC opened in 2009 through a partnership between Worthington Schools, the City of Worthington and the Worthington Arts Council, and has created a vibrant and dynamic arts program of the highest quality that is enjoyed by patrons throughout central Ohio. Featuring established and emerging artists on view, on stage, and in class, the MAC provides exhibition and performance opportunities to local artists. Through diverse programming including art education classes, exhibitions, and live performances, the MAC builds connections between artists and the community in a comfortable setting.

The building is open 6 days a week (closed Mondays to the public from September – May) and is supported by 9 staff members. Benefits include paid time off, vacation and sick time, access to a company-sponsored healthcare plan for the employee, which includes medical, dental, and vision, as well as, paid membership to the Association of Fundraising Professionals (AFP), complimentary tickets to performances at the MAC and from our partners. Employees also may, as space allows, take classes for free. There are approximately 20 paid holidays throughout the calendar year and Mondays, from September-May, are work-from-home optional.

Essential Duties (In Collaboration with the Executive Director):

- Prepare, define, and prioritize fundraising goals, create and implement an action plan to achieve fundraising goals
- Plan, manage, and execute all aspects of fundraising and development including major and planned gifts, annual campaign, direct mail, special events, sponsorships, foundation grants, corporate grants and contributions, government grants, in-kind gifts, and prospect research
- Strengthen existing relationships with current patrons to continue interest and support for existing and/or new programming
• Identify, cultivate, and solicit various levels of prospects through appropriate methods of communications
• Analyze and manage constituent database, enter and acknowledge gifts in a timely manner, track progress to goals, evaluate return on investment, and provide reports on success of fundraising methodologies employed
• Write and produce (in conjunction with the Marketing Manager) development collaterals including solicitation and stewardship materials
• Compose narratives for grant applications, craft donor correspondence, and write program descriptions for solicitation
• Create an ongoing stewardship program involving the Board, staff, committees, and community volunteers and evaluate effectiveness
• Participate, as part of a decision-making and planning team, in defining overall goals and support programming strategies to achieve those goals
• Effectively manage budgets
• Meet bi-monthly with the Development Committee

**Fundraising Expectations:** The MAC has an operating budget of $1 million. Approximately 35% of that income comes from individual gifts, grants, sponsorships, and government funding. The Development Manager will take the lead on all fundraising activities including: the MAC’s upcoming 15th anniversary event (November 2024), annual fund mailings, Arts Enchanted Evening (annual gala in March), procuring of sponsorships for Arts Enchanted Evening and the Worthington Arts Festival, and the Worthington Arts Festival Preview Breakfast (June).

**Work Environment:** To perform this job successfully, you should be able to perform each essential duty satisfactorily. The physical demands and work environment described in this job description are representative of those an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, you will be regularly required to use a computer (provided by the MAC) and communicate with co-workers in an office environment. You will frequently need to stand or sit to complete work, make a presentation in front of an audience, and when supporting building operations and events, you may occasionally need to lift and/or move up to 40 lbs.

**Our Ideal Candidate:** Bachelor’s degree with a minimum of 3-5 years professional fundraising and development experience in the nonprofit sector. The candidate should be goal-oriented and mission-driven and should be comfortable and successful working independently as the sole member of the Development department. Flexibility and creativity are essential qualities. The candidate should have a demonstrated dedication to fundraising and the arts with a proven fundraising track record. An ability to motivate and guide volunteers is essential. The candidate should also have experience working with fundraising software and have the technical skills to utilize the system and manage data integrity, or the aptitude to quickly develop those skills. Good standing in AFP and the completion of “Fundraising 101” is highly desirable.

The MAC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined in federal, state or local laws. The MAC is committed to providing equitable access to the arts for ALL people.
To Apply: Send resume and cover letter to Executive Director, Dr. Kimberlee Goodman kgoodman@mcconnellarts.org

NOTE: Only those selected for an interview will be contacted.
No phone calls please. Posting will remain active until position is filled.