



Job Title: Development Manager, Contemporary Arts Center

Reports To: Chief of Development and Executive Director

Position Status: Full-Time, exempt

New position: May 2023

Salary Range: \$40,000 - \$45,000

ABOUT THE CONTEMPORARY ARTS CENTER:

MISSION STATEMENT: The Contemporary Arts Center (CAC) brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

CAC BACKGROUND: The CAC was founded in 1939 by three women with their eyes on the future. Today, our purpose is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

The CAC now operates on a \$4.2M annual operating budget and offers 4 - 5 significant exhibitions per year, including group and solo exhibitions originated by CAC curator(s), guest curators, and touring exhibition partners. It is the oldest non-collecting contemporary art center in the country and one of the largest, occupying an 80,000 sq. ft. building, with approximately 22,000 sq. ft. devoted to exhibition and performance space. With new executive leadership in place and a completed \$5M+ renovation of its educational facility, the CAC is poised to continue its 85-year legacy of presenting new commissions by emerging and established artists, as well as thematic group exhibitions that foster local, national, and international resonances.

A strong emphasis on curatorial research and institutional partnerships has led to the CAC generating a number of major touring exhibitions and co-commissions with entities such as Kunstraum Kreuzberg (Berlin), MIT List Visual Arts Center (Cambridge), the New Museum (New York), and FotoFocus Biennial (Cincinnati). Recent solo projects have featured the work of Tania Candiani, Ugo Rondinone, Steffani Jemison, Vhils, and Do Ho Suh, through which each artist developed significant interventions that attended to a range of timely concepts.

LOCATION: The CAC is located in an architectural gem in the heart of downtown Cincinnati, designed by Iraqi-British architect Zaha Hadid. The Lois and Richard Rosenthal Center for Contemporary Art was heralded by *The New York Times* as "the most important American building to be completed since the end of the cold war" and was lauded for its community-centric approach to the design process.¹

POSITION SUMMARY:

The Development Manager serves as key administrative support for the Development team and performs advanced professional assistance work for the Director, Chief of Development, and Deputy Director/Chief Business Officer. The Development Manager will coordinate the benefit fulfillment, donor recognition, and letter generation for all types of donations to the

¹ Herbert Muschamp, *The New York Times*, June 2003.

Contemporary Arts Center, as well as providing event support and logistics, assisting in proposal development, and other general department support. The position has latitude for independent judgment in assigned areas of responsibility. Performs other duties as needed and assigned to support Executive Director, Chief of Development, Deputy Director & Chief Business Officer.

DUTIES & RESPONSIBILITIES:

Development

- Manage the timely acknowledgement of gifts within 3-days of receipt and submittal of invoices and pledge reminders, and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented and entered in donor database and correspond with Finance Department records.
- Prepare donor and prospect research reports as requested for strategy, stewardship, cultivation, solicitation, and for communication purposes.
- Using boilerplate language, assist in preparation of grant requests, individual and corporate donor proposals, solicitation decks, etc.
- Partner with Director of Donor Experience on project management and execution of Development-focused special events (includes Season Preview, Exhibition/Performance Openings, Annual Gala) and deliver on benefits associated with special event sponsorship; engage and work with corresponding volunteers and volunteer committees for these events.
- Ensure data and database integrity through accurate data entry and ongoing clean-up and upgrade efforts, including creating attributes, reports, etc. to allow for donor and prospect tracking as well as aid in segmentation strategies.
- Record all donor interactions and donor information gathered on behalf of the CAC in prospect management software to guarantee institutional knowledge is housed in central database, per Development best practices.
- Assist in coordinating the production and distribution of recurring appeals and stewardship materials.
- Provide administrative oversight for donor benefits at all levels, including Membership.
- Communicate with donors in person, on the phone, and by email when assigned and needed.
- Develop and manage standard operating procedures for digital filing and establish hard copy backup system.
- Provide lists for mailings and publications, as requested.
- Assist in producing monthly analyses and reports of key statistics for the purpose of tracking results and improving performance, including income reports.
- Assist with the planning and execution of Board of Trustees and Committee meetings, as well as any rental/private events connected to donors; assist in preparation of related materials for meetings.
- Perform related general office duties such as photocopying, collating and assembling documents, preparing mailings and donor folders, organizing PR materials, handling correspondence, and routine office matters.
- Other duties as assigned.

Administration

- Provide support for the Administrative department as needed.
- Oversee maintenance and organization of office supplies with sustainability in mind, including ensuring Development suite remains well stocked.
- Manage and coordinate Executive Director, Chief of Development, and Deputy Director/Chief Business Officers' dynamic meeting schedules, travel, contact lists, and other office related matters in a strategic manner.
- Maintain accurate and organized records.
- Record meeting minutes as needed.
- Other duties as assigned.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS AND CAC POLICY AND PROCEDURES.

COMPETENCIES:

- Project Management–Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget.
- Oral & Written Communication–Speaks clearly and persuasively in positive or negative situations; presents numerical data effectively; listens and gets clarification; responds well to questions; demonstrates presentation skills; participates in meetings; able to read and interpret written information.
- Diversity–Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Organizational Support–Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.
- Strategic Thinking–Develops strategies to achieve organizational goals; understands organization's strengths & challenges; analyzes field and competition; identifies external opportunities; adapts strategy to changing conditions.
- Innovation–Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

QUALIFICATIONS:

- Minimum of 3 years of experience in an administrative role, preferably in a nonprofit environment.
- Must have excellent written, verbal, and interpersonal skills.

- Computer and word processing proficiency (such as Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat).
- Experience in a development (fundraising) department a plus.
- Computer troubleshooting skills a plus.
- Bachelor's degree preferred.
- Non-profit experience desirable.
- Ability to work flexible hours including evenings and weekends as required.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- The person in this position needs to occasionally move about outside and inside the office to attend meetings with others, access files, office machinery, etc.
- Must be able to remain in a stationary position at least 50% of the time.
- Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Able to observe details at close range (within a few feet of the observer).
- Occasionally exposed to outside weather conditions.