



Job Description

Position Title: Associate Director of Philanthropy
Department: Development, Philanthropy
Reporting to: Director of Philanthropy
Employment Type: Full-Time

ABOUT THE JOB

Urban Arts is seeking an exceptional Associate Director of Philanthropy to join our growing team. The Associate Director partners with the Director of Philanthropy to execute goals across the department, ensuring team deliverables are being met on a weekly basis.

The Associate Director manages the day-to-day of the Philanthropy department and is also responsible for managing a donor portfolio. They will have many opportunities to work directly with senior staff, board members and major donors. We are seeking someone with experience managing people and projects, excellent written and verbal communication skills, superb organization and attention to detail, professionalism and discretion, initiative and resourcefulness. This is an ideal position for someone interested in honing their expertise in philanthropy - events, individuals and corporations. The successful candidate will be able to balance their own fundraising portfolio while keeping an eye on the Philanthropy team's deliverables.

KEY RESPONSIBILITIES

- Manage the workflow of the team, ensuring goals and deliverables are met.
- Manage the stewardship and events calendar, liaising with the Director of Philanthropy, Director of Marketing and Director of Programs.
- Manage a portfolio of existing donors and cultivate them to give at higher levels increasing overall individual giving by 15% annually.
- Develop and implement strategies to attract new donors through audience development, campaign fundraising, peer-to-peer fundraising and holiday charity initiative fundraising, resulting in \$75,000 in new revenue annually.
- Partner with DoP and CEO on Board development and management.
- Prospect and secure five small to mid level corporations as new partners each year.

QUALIFICATIONS

- Passion for and commitment to Urban Arts' mission
- Passion for creative problem solving and maximizing system efficiency
- 4 years of experience in fundraising management
- Experience with Salesforce, or a similar donor database system; Willingness to learn new computer skills and platforms as necessary
- Mastery of Microsoft Suite (Office, PowerPoint, Excel) and Google tools (Drive, Sheets,



Docs, Slides) are preferred

- Extraordinary attention to detail and superior organizational skills. Keeps track of projects and drives toward deadlines while communicating progress in real-time
- Excellent oral and written communication skills. Ability to address a range of audiences, including donors, volunteers, Board and Associate Board members, vendors, staff, students, and alumni
- Ability to work in a fast-paced, constantly changing environment with precision, accuracy, and flexibility
- Personal dedication to the quality of work produced and a high level of accountability
- Comfort in a team-oriented environment with open communication and inclusive decision-making

COMPENSATION & BENEFITS

Salary is commensurate with experience, medical and dental benefits, generous vacation policy, 401k, life insurance, pre-tax commuter and flex spending benefits.

TO APPLY

Please submit a resume and cover letter, outlining how your credentials relate to the responsibilities and qualifications listed above, salary requirements, and earliest available start date to developmentjobs@urbanarts.org. Please put "Associate Director" in the subject line.