

Development Manager Job Description



SUMMARY

The Glass Art Society is an international non-profit membership organization founded in 1971 whose purpose is to encourage excellence, to advance education, to promote the appreciation and development of the glass arts, and to support the worldwide community of artists who work with glass. The Society strives to stimulate communication among artists, educators, students, collectors, gallery and museum personnel, art critics, manufacturers, and all others interested in and involved with the production, technology and aesthetics of glass. We are dedicated to creating greater public awareness and appreciation of the glass arts. The Development Manager reports to the Executive Director.

JOB RESPONSIBILITIES:

- Work closely with the Executive Director to identify and secure sources of funding for GAS programs and activities, including corporate, foundation, and individual support
- Support and partner with GAS staff, the Board of Directors, key volunteers, and stakeholders in outreach and fundraising efforts
- Work with Executive Director to set, prioritize, track, and meet fundraising goals
- Research and set up individual and corporate giving sources in preparation for Executive Director's direct contact
- Create development plan; manage the GAS grant and development calendar
- Research, write, and submit grant applications and reports with guidance from the Executive Director
- Develop, track, and implement sponsorship plans and proposals for the annual GAS conference
- Manage the organization's annual appeal campaign
- Work with the Administrative Assistant to ensure timely and accurate processing and acknowledgement of all donations and gifts
- Run donor reports as needed
- Oversee proper functioning of donor database including consistency and accuracy of records
- Update GAS development web pages, including sponsor recognition, fund descriptions, giving, etc.
- Serve as staff representative on the Development and Auction committees; maintain minutes of committee meetings; coordinate committee projects
- Maintain advanced understanding of non-profit development techniques and best practices
- Other duties as assigned from time to time

CONFERENCE:

- Prepare sponsorship proposal and follow up on sponsorship asks
- Manage additional fundraising activities/events that are part of the conference
- Provide conference and post-conference support and wrap up, as directed by the Executive Director
- Act as main point of contact for conference sponsors including benefit tracking and fulfillment

QUALIFICATIONS & SKILLS

The successful candidate will:

- Be collaborative in working with staff, Board, and partners
- Be flexible in responding to and working with shifting priorities of cyclical projects
- Be committed to an "all-hands-on-deck" approach to GAS's work, especially during conference season (this includes but is not limited to helping answer phone calls, assisting inquiries about navigating and using the website, helping with conference registration, and traveling to/participating in the management of the conference)
- Ability to work independently and as part of a team in a fast-paced, non-profit environment

- Experience with visual arts, especially glass, is desired
- Bachelor's degree, or equivalent education/experience
- Demonstrated fundraising and grant writing experience
- Demonstrated success in securing and developing funding, donors and stakeholders
- Demonstrated experience in developing individual and corporate giving strategies
- Demonstrated research and planning skills; attention to detail
- Excellent communication skills: verbal, written, electronic
- Proficiency with Microsoft Office Suite, including Excel, and other on-line applications

The Glass Art Society is an Equal Opportunity Employer, encouraging and supporting diversity of glass art, artists, and employees. To apply, please submit a cover letter, resume and writing sample. No phone calls, please.