



**BlackRock Center for the Arts  
Development Manager**

BlackRock Center for the Arts is seeking an individual with a diverse background and work experience who brings a passion for the arts to the role of Development Manager. The Development Manager will serve a small but mighty team, supporting an evolving and exciting fundraising and development plan.

**Overview of the Position:**

The Development Manager is responsible for working with the Chief Executive Officer to create a development plan that will support the organization. She/he will be required to collaborate with the Center's leadership team to develop financial goals, implement fundraising plans, and manage donor relationships to ensure the organization's sustainability.

**Essential Duties and Responsibilities:**

- Create a development plan
- Implement a membership program
- Direct an Annual Campaign
- Coordinate fundraising activities and events including the VIP Opening Event and Spring Gala
- Identify potential donors and supporters
- Cultivate new relationships and maintain current donors
- Make public appearances on behalf of BlackRock Center for the Arts
- Maintain the accuracy and integrity of databases by ensuring that all information is current
- Provide support to staff, Board of Trustees, committees, and volunteers during fundraising campaigns and events
- Contribute to the overall excellence of the team through active-engagement, cross programming endeavors, and events
- Share ownership in understanding BlackRock programs at large in each department through the lens of Development
- Collaborate with the BlackRock team on collateral to support fundraising and program efforts
- Assist with special events for the community
- Assist with the management of BlackRock's website
- Other duties as assigned

**Required Knowledge, Skills and Abilities**

- Experience with donor management database required. Proficiency with Bloomerang preferred
- Experience and knowledge of non-profit fundraising best-practices and funding sources
- Proficient in Microsoft Office (i.e., Word, Excel, PowerPoint)
- Exceptional time-management, organizational, and project management skills
- Ability to work flexible hours including nights, holidays, and weekends as needed
- Demonstrated ability to be professional, friendly, and persuasive in communications with donors, potential donors, and the public

- Strong communication skills, both written and interpersonal
- Ability to work under both direct supervision and independently, while always remaining collaborative, connected, and creative with the rest of the team
- Demonstrated passion for the arts, positive attitude, sense of humor, and a commitment to creating a more equitable and just community

### **Education and Experience**

The ideal candidate should possess a bachelor's degree in nonprofit management/event planning OR two plus years' experience in a related field.

### **Salary Information**

The annual salary for the Development Manager is \$45,000/year. Health, Dental, and Vision benefits are offered.

BlackRock Center for the Arts is an equal opportunity employer. We honor diversity of race, gender, sexual orientation and ethnicity. We are committed to equity, diversity and inclusiveness. We are proud of our richly diverse community.