



DEVELOPMENT MANAGER

Position: Development Manager

Reports To: Development Director

Department: Development

FLSA Status: Full-time, Exempt

ABOUT KARAMU HOUSE

In 1915, Oberlin College graduates Russell and Rowena Jelliffe opened the Playhouse Settlement in a Cleveland area called The Roaring Third. The Jelliffes wanted to build an environment where people of different races, religions, and social and economic backgrounds could come together to seek and share common ventures through the arts, and Karamu House was established as a gathering place for racially diverse members of the surrounding community at that time. As the community became predominantly African American, Karamu responded with programs geared to their needs and interests.

Today, Karamu is evolving to be reborn as a beating heart for the entire community, regardless of race, ethnicity, sexual orientation, gender identification, or age, as it embarks on its second 100 years, retaining its historical identity as “a place of joyful gathering.” Core programs include a five performance, socially-relevant and professional quality theatre season; arts education in drama/theatre, music and dance for all ages; and community programming, such as a lecture series, and spoken word and music performances, that invites participation and engagement, reflection, and a re-commitment to cultural values.

DEVELOPMENT MANAGER

The Development Manager supports all development and fundraising initiatives of the institution. He or she will assist the Development Director on development and fundraising through grants from major local and national foundations and through the identification, cultivation and stewardship of prospects and individual donors for planned and major gifts. The Development Manager plays a key support role in Karamu’s strategic planning initiatives which currently include the establishment of strong development systems and functions.

The Development Manager will work internally to help build and manage a system of identifying and tracking grant opportunities, preparing grant applications and reports and assisting the Development Director on other fundraising events and activities. This position provides an opportunity to develop experience and skills in fundraising and an understanding of cultural arts operations.

PRIMARY RESPONSIBILITIES FOR THE ROLE INCLUDE:

- Manage and maintain an up-to-date system of grant identification and tracking.
- Coordinate a timely grant application and reporting system.
- Assist in the drafting of grant applications and reports.
- Identify and research new grant opportunities.
- Maintain overall oversight of the agency's donor database, including specific duties such as to review and to stratify historical donor data to determine best opportunities for success for future giving.
- Work with the Development Director to strategize number and timing of annual giving and cultivation events/activities.
- Assist in the development and implementation a corporate sponsorship campaign.
- Collaborate regularly with the artistic, education, and programming teams to ensure a clear and accurate interpretation of the organization's vision and direction.
- Work closely with the Development Director and staff throughout the agency to achieve goals.
- Collaborate with the Director of Marketing to integrate organizational strategy and customer relationship management and fundraising efforts.
- Other duties as assigned.

SUCCESS IN THIS POSITION REQUIRES:

- Proven organizational skills and ability to multi-task.
- Strong oral and written skills, with ability to draft concise, understandable and effective letters, proposal, reports and presentations.
- Interpersonal skills with the ability to develop rapport, as well as build and maintain relationships with donors, patron, volunteers and staff.
- Computer and internet proficiency, including experience working with donor databases
- A genuine interest in and knowledge of the theatre / performing arts

QUALIFICATIONS:

The successful candidate will possess the following:

- A minimum of a Bachelor's Degree (preferred).
- Analytical and organizational skills.
- Interest in and/or knowledge of fundraising processes including grant preparation, planned giving and community and government relations.
- Ability to work independently and as part of a team.
- Ability to work successfully under pressure to meet deadlines and goals.

COMPENSATION

Compensation will be commensurate with the experience and competitive with similar positions throughout the region. The range of benefits include medical and paid time off.

TO APPLY

Applicants for the position should send resumes, cover letter and salary requirements to:

ATTN: Careers
Karamu House

2355 E. 89th Street
Cleveland, Ohio 44106
ashareef@karamuhouse.org