

JOB DESCRIPTION

Development and Fundraising Specialist
Part time: 20-25 hours/week, NON-EXEMPT



POSITION SUMMARY:

Reporting to the Executive Director, the Development and Fundraising Specialist is responsible for collecting and managing donor data within the database system, researching new donor management systems, and administering timely and effective gift acknowledgement system. In addition, this person works with the Executive Director and Marketing/Communications Specialist to effectively promote Art Therapy Studio across a variety of platforms (including print, website, video, email, and social media) and ensure consistency and effectiveness of communications and documents (e.g., advertisements, board campaign, annual report, holiday appeal). The Development and Fundraising Specialist is also responsible for implementing strategic and tactical plans for fundraising and development to ensure maximum awareness and exposure for the organization and its mission.

This is a fundraising position; successful candidates are expected to build and maintain professional relationships with sponsors, donors and supporters of Art Therapy Studio and to communicate professionally and effectively to further promote Art Therapy Studio and promote donor retention and cultivation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The essential duties and responsibilities listed below are representative of those required on the job.

DONOR MANAGEMENT:

- Manage all incoming and outgoing fundraising correspondence including processing gifts, inputting data into fundraising database, processing gift acknowledgement letters
- Expanding and managing client accounts in the donor database,
- High level of accuracy in data entry and consistent communications and messaging
- Assists in cultivation and stewardship of current and prospective donors.

FUNDRAISING/SPECIAL EVENTS:

Assist with development and implementation of strategic and tactical fundraising plans to achieve annual goals. This will include but is not limited:

- Identify, develop, implement and manage all pre-event and on-site event logistics for Art Therapy Studio fundraising events to meet or exceed budgeted financial goals and public awareness objectives including developing, maintaining, and managing all vendor relationships, negotiations and contracts.
- Identify, solicit and cultivate individual donors, foundations and businesses/corporations to secure monetary and in-kind sponsorships and

donations as appropriate to the event. Identify and ensure the fulfillment of all sponsorship benefits.

- In conjunction with Executive Director, plan, orchestrate and attend Art Therapy Studio major third-party funder events serving as staff liaison between Art Therapy Studio and the third-party event leadership/committees.
- Maintain a calendar of events and implement systems that enable and anticipate long-term event planning for Art Therapy Studio fundraising events.
- Collaborate with the Event Planning Committee to determine necessary resources to adequately staff events, including training and managing event volunteers. Develop and oversee working event committees and their activities.
- Work with Marketing/Communications Specialist on development and printing of all direct mail and event-related campaigns including brochures, invitations, posters, ads, newsletter articles, etc. Work in concert with the Executive Director and Marketing/Communications Specialist to maintain and strengthen the non-profit brand through design, copy, and organizational and campaign-related collateral.
- Establish guidelines and solicit for Legacy giving, planned giving
- Submit timely reports to management, including monthly contacts and quarterly fundraising reports.

GRANT WRITING/REPORTING:

- Assist in research of potential grantors and foundation funding opportunities
- Help with grant writing and preparation of materials
- Prepare Ohio Cultural Data Project information
- Maintain grant reporting calendar and work with Executive Director to submit timely grant reports
- Cultivate and maintain relationships with foundations and grantors.

Perform other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Bachelor Degree required or equivalent experience
- Demonstrate ability to successfully develop and implement programs that achieve organizational objectives.
- Ability and willingness to represent the organization at events and meetings that are outside of normal business hours
- At least three years of grant writing and fundraising experience.
- Demonstrate self-initiative, strong public speaking skills, analytical problem-solving, effective interpersonal and team communication skills
- Knowledge of basic non-profit fund development techniques and strategies.
- Ability to handle multiple projects simultaneously with attention to detail and accuracy while adhering to deadlines in a fast-paced environment.

KNOWLEDGE AND SKILLS/ABILITIES:

- Working knowledge of MS Office products (Word, Excel, Access, Power Point), Social Media.

- High degree of comfort working with technology, from database management systems to social media platforms.
- Demonstrate self-initiative, strong public speaking skills, analytical problem-solving, effective interpersonal and team communication skills.
- Demonstrate ability to successfully develop and implement programs that achieve organizational objectives. Ability and willingness to represent the organization at events and meetings that is outside of normal business hours.
- Ability to exercise good judgment and discretion; strong ethical character capable of handling confidential and financial information.
- Emphasis on accuracy in entering and retrieving data from database.
- Must be able to stand, stoop, kneel, climb, and lift up to 20 lbs.

If you meet the requirements listed above, please submit a resume and cover letter to info@arttherapystudio.org.