



## **DIRECTOR OF DONOR RELATIONS**

Poughkeepsie NY

### **The Art Effect**

The Art Effect empowers youth to develop their artistic voice to shape their futures and bring about positive social change. Based in Poughkeepsie, we help young people in the Hudson Valley explore, experience, and excel in the arts, introducing them to visual arts and media, giving them the opportunity to develop real skills in these fields, and guiding them towards achieving their academic and career goals.

### **Position Summary**

The Art Effect is looking for a full-time **Director of Donor Relations** to be an effective partner to the Executive Director and Director of Institutional Giving/Grants in guiding the organization to fulfill an ambitious mission and to manage and implement our collaborative development efforts as we grow in size and complexity. Reporting to the Executive Director, this position will oversee the development of relationships and systems that advance individual giving at all levels, including major donors, events, and appeals.

The Art Effect is experiencing a period of expansion, with a new strategic plan and launch of a three-year comprehensive campaign to move our operations and programming to the Trolley Barn in Poughkeepsie. This position will be integral to developing new funding for capital campaign support and general operations. The ideal candidate will have expertise in individual fundraising and be a well-rounded development professional with communications acumen; a team player; and able to manage multiple priorities on a daily, weekly, quarterly, and annual basis.

### **RESPONSIBILITIES/DUTIES**

- Manage the The Art Effect's individual donor and family foundation component of the Trolley Barn capital campaign (projected goal of ~\$3M), with support from Heller Group consulting firm.
  - *Individual giving* (serve as primary individual giving officer, with responsibility for identification, involvement, solicitation, and stewardship of donors)
  - *Family foundation giving* (identify, cultivate, and work with staff and others to solicit family foundations to support The Art Effect's capital campaign)
- Manage programmatic elements of the The Art Effect's Trolley Barn Capital Campaign, including:



- *Campaign Planning & Strategy* (scope, timeline, personnel, budget)
  - *Volunteer management* (recruitment and management of volunteers to leverage the efforts of staff in raising funds)
  - *Publications* (assist with design and distribution of printed campaign materials and public relations)
  - *Events* (plan cultivation and stewardship events)
  - *Solicitation* (engage in strategizing and executing key solicitations, as well as coordinating solicitation efforts among staff and volunteers)
  - *Gift acceptance and acknowledgment* (ensures that gifts are appropriate for The Art Effect and that donors are properly acknowledged)
  - *Stewardship* (ensures that donors are appropriately stewarded after making a gift)
- Manage The Art Effect's annual gala], and run the volunteer event committee.
  - Develop and implement two annual individual donor appeals by guiding the concept, outreach strategy, and video production.
  - Supervise Development Associate in supporting donor tracking, acknowledgement, and prospecting.
  - Partner with the Executive Director and Board on major gifts, planned giving, and creation and growth of individual giving framework.
  - Work collaboratively to develop and implement strategies for solicitation that will grow annual individual revenue by drafting proposals for individual donors and other materials as necessary.

## **EXPERIENCE & SKILLS**

- Bachelor's degree
- Experience with campaign fundraising and/or individual donor work
- 3+ years individual giving experience (including strong background in major gifts fundraising)
- Strong writer for development, including solicitation letters, proposals, and acknowledgment letters
- Strong oral communicator; relationship-centered, with well-developed listening skills
- Excellent organizational and time management skills, strong attention to detail
- Able to work independently and as part of a team, with strong customer service orientation

This is a full time (40 hr/wk) exempt position. Periodic weekend and evening work may be required during events.

### **Salary and Benefits:**

\$68,000-\$78,000. Full benefits (health insurance, PTO, and 401K) provided.



The Art Effect is committed to the principle of equal employment opportunity and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply, please send a **resume with a cover letter, and three references** to [employment@thearteffect.org](mailto:employment@thearteffect.org) with the job title and your name in the subject line. This position is open for immediate employment. No phone calls, please.