About Shunpike:
Shunpike empowers artists through equitable access to vital expertise, opportunities and business services.

We provide arts groups with back-office services that strengthen their day-to-day operations, while offering strategic guidance that leads them toward their long-term goals. We also offer professional development and exhibition opportunities through various programs, including Storefronts, Amazon AiR, ACES: Artists of Color Expo and Symposium, and The Studio @ 2+U, descriptions of which can be found on shunpike.org.

Inclusion means my voice is heard. Diversity means I am reflected and represented in the organization at every level. Equity means I am supported by systems and policies that ensure I succeed, despite historic patterns of hindered success. Shunpike is committed to this statement of equity and works to ensure that all staff and clients apply this lens to the work that they do.

About the Role:
This is a new position at Shunpike. The Development Manager will be responsible for coordinating and executing Shunpike’s development efforts, working in partnership with the Executive Director to achieve the organization’s annual $250,000 fundraising goal. Reporting to the Executive Director, responsibilities include securing institutional and individual giving, event management, data management, and relationship building, as well as collaborating across the organization to provide expertise and resources that benefit our many client groups.

Reports To: Executive Director

Position Responsibilities: the Development Manager is responsible for -

Individual Giving - 30%
● Create comprehensive development plan to increase number of donors.
● Work with the Executive Director and Board of Directors to implement plan.
● Cultivate individual giving relationships. Identify and execute stewardship opportunities throughout the year to share donors’ impact.
Support Executive Director’s major gift solicitation planning by coordinating on strategy, assisting with scheduling, and reviewing solicitation plans and activities on a regular basis.

Develop annual calendar for giving campaigns and opportunities. Lead and coordinate Marketing Specialist to write appeals, create campaigns, and contribute to funder updates (such as annual report).

Maintain and regularly update acknowledgment letter content. Ensure timely delivery of acknowledgments and tax receipts.

Event Management & Sponsorship - 20%

- Work with the Executive Director, Board of Directors, and Development Committee to oversee contracted event producer, for annual fundraising event (Golden).
- For annual event workstream:
  - Lead audience development, giving strategy, track auction procurement, committee management, communications plan, logistics, and other activities.
  - Secure sponsorships.
- Plan and execute an annual major donor cultivation event program.
- Assist with professional development events, such as Arts Business Clinics.
- Coordinate with Program Manager to secure sponsorships for Artists of Color Expo and Symposium (ACES).
- Manage and track annual event solicitations.
- Act as staff lead on Development Committee.

Department Planning, Database Management & Administration - 15%

- Manage database, run reports, and maintain accurate records in Salesforce.
- Oversee strategy, budgeting, planning, and tracking for Shunpike’s fundraising program across our revenue streams.
- Process gifts, acknowledgements and thank you letters.

Grant Tracking & Management - 15%

- Prospecting, identifying, and communicating with potential new grantors.
- Maintain a grants calendar and assist Executive Director with general grants management.
- Project management of submission processes; when appropriate, lead on grant reporting.
- Support grant writing and reporting requirements.
Board Stewardship and Committee Leadership - 10%
● Maintain Board and Board Committee contact lists, maintain Board member files including Board contracts, pledges and dues, maintain Board manual, attend Board meetings upon request.

Internal planning and cross-functional support - 10%
● Produce an annual development work plan with metrics tied to overall organizational goals.
● Participate in team check-ins, weekly staff meetings, and planning and support for Shunpike events.
● Help with planning, and participate in staff/board development and training, such as the Annual Retreat, and Racial Equity Training
● Pursue professional development opportunities that advance skills for the role.
● Other duties as assigned

Primary Qualifications
● 3-5 years experience in fundraising, including planning, and managing events to increase donor engagement and giving.
● Bachelor’s Degree or work experience equivalent, preferably in a related field.
● A demonstrated and strong commitment to racial equity and anti-racism, and continuous learning; ability to center and advocate for racial equity within fundraising systems.
● Strong writing, editing, public presentation and communication skills. Comfortable meeting and presenting in person, and in virtual and phone environments.
● Ability to manage multiple tasks simultaneously and establish priorities and an effective course of action in a fast-paced environment
● Proven track record of relationship-building with donors; enthusiasm for building relationships.
● Strong interpersonal skills and comfort interacting with donors, partners, clients and new friends of the organization.
● Excellent database management skills; experience with platforms including Salesforce and Cheerful a plus.
● Experience managing a department budget, reading financial reports, and coordinating revenue and development plans with overall organizational budget.
● An energetic, flexible, collaborative, supportive, and proactive approach to work.
● Willingness to work evenings and weekends based on the scheduling of events or other development-focused engagements.
● Ability to work at office/on location, in person, as required and at times on short notice, with access to reliable transportation.
● Proficient in Microsoft Excel, Gmail/Google Suite, and Zoom
**DISCLAIMER:** The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned and requirements may vary from time to time.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color, LGBTQ individuals and women are encouraged to apply.

**Employment Status:** Full time (40 hrs/week), Exempt. Standard Shunpike hours are 10am – 6pm, with requests for flexible hours and comp time considered. Some weekend and evening work is required.

**Remuneration:** $60,000-$70,000 per annum DOE; ORCA Card (alt. WFH stipend); Health benefits including vision and dental; 18 vacation days, sick time, and 9 paid holidays.

**How to apply:**
Please send a cover letter and resume to info@shunpike.org, with your name and Development Manager Position in the subject line. Preference will be given to applications received by Monday, April 25, 2022. Position is open until filled.