



Position Announcement/Description

Midland Center for the Arts

Midland, MI

Position Title: Annual Fund Manager
Supervisor: Director of Development
Classification: Full Time Exempt
Last Updated: 3/1/2022

About Midland Center for the Arts

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000 SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT

Under the guidance and supervision of the Director of Development, the Annual Fund Manager will have primary responsibility for ensuring a successful annual fund and related campaigns and appeals.

DUTIES AND RESPONSIBILITIES:

This position oversees the strategy and approach to recruit and retain donors, including cultivating and husbanding donor relationships, through outreach, events, and direct contact. This position oversees the donor database and donor acknowledgements, helps establish and implement data-entry policies and procedures to ensure data consistency and quality, reports on and analyzes data, and leads efforts to develop philanthropic strategies for Fund Development. The Annual Fund Manager is a member of the Marketing & Development team. The duties of this position include, but are not limited to:

Fund Development

- Work with the Director of Development to strategize, create, implement, and evaluate the organization's annual fund campaign, including mailings, appeals, reports, and other relevant correspondence
- Maintain meaningful relationships with annual giving donors and prospects through personal, written and phone contact
- Document all donor and data processes

- Create, implement, and evaluate strategies that lead to sound donor cultivation, prospecting, segmenting, acknowledgement, recognition and stewardship
- Create and implement processes to document in database conversations with all stakeholders as well as appropriate data entry for notes/cultivation activities/volunteer solicitor actions/appeals/segmentation, etc.
- Ensure effective and efficient utilization of and manage donor database functions including data entry, data quality, cash and in-kind donations, production of reports, tax receipts, credit card donations, and recurring gifts for Fund Development
- Work with staff to research, build, and maintain database profile records
- Oversee all reporting tied to data needed for creating the philanthropy plan as well as for board, committee, and leadership meetings, including but not limited to monthly, quarterly and annual status reports
- Manage or assist with logistics needed for activities related to annual fund campaigns and/or appeals
- Participate in any special event planning and implementation and other departmental or agency activities as needed
- Actively participate as a member of the Marketing & Development Team
- Manage or assist with logistics needed for activities related to a variety of campaigns and/or appeals
- Monitor and facilitate donor acknowledgements with marketing & development team
- Maintain a prospect portfolio and coordinate and monitor other staff members' prospect portfolios annually
- Other duties as assigned

Other:

- Attend Center and community events as needed – evening and weekend hours may be required.
- Position reports to the Director of Development

PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

Qualifications:

- Highly resourceful team player with the ability to also be extremely effective independently
- Detail-oriented
- Excellent communication skills
- Ability to work in a fast-paced and high-pressure environment
- Must be well organized, detail oriented and able to handle multiple tasks simultaneously
- Ability to prioritize and execute tasks in a timely manner
- Demonstrate proactive approaches to problem-solving with strong decision-making capability
- High proficiency with computers and programs like Word, Excel and PowerPoint.
- Experience using project and customer management software
- Experience with ASANA, Wordfly and/or Tessitura preferred
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

Education and Experience Requirements

- Bachelor's degree or comparable experience preferred – degree in Development/Marketing/Advertising/Public Relations preferred
- 2-3 years' experience of development, sales, or marketing and communications preferred

Work Schedule

- Available and willing to work a flexible schedule including possible weekdays, weekends, daytime into evening based on the events scheduled and development department requirement.

Note: COVID-19 Vaccination Required for employment

APPLICATION INFORMATION

Email Cover Letter and Resumé to: HR@midlandcenter.org

Deadline: Open until Filled