



Title: **Access Fund and Donor Events Manager**

Department: Development

Reports to: Director of Development

Full-time

Job Summary

Reporting to the Director of Development, the Access Fund and Events Manager will support all stages of the donor relationship: identification, cultivation, solicitation and stewardship and develop and execute a successful fundraising campaign that meets or exceeds the annual Access Fund goals. Oversee the process of procuring and managing art for the annual fine art auction.

Essential Job Functions

Access Fund & Donor Events

- Develop strategies and work plans to meet campaign goals
- Work with marketing to develop and execute campaign messaging, i.e. Eblasts, website, social media and other marketing channels
- Coordinate direct mail appeals with vendors
- Manage schedule for in studio visits by board members and staff
- Conduct individual prospect research
- Assist with donor solicitation
- Provide analysis and report on access fund goals and results
- Identify new opportunities from existing donor database, i.e. foundations, employee giving, corporate matching, etc.
- Support all donor cultivation and recognition events

Auction

- Assist with procurement of artwork and experiences
- Oversee the administration of artist donor call: receiving, packing, and storage of all items; all logistics related to the photography, transportation and installation (including hardware and volunteers) of donated artwork, maintain communication with jury and oversee jury day, create wall/pedestal labels, live auction script, other auction duties as needed
- Maintain excellent record keeping and consistent communications with donating artists
- Work with marketing team to develop print and online collateral (Save the Date postcards, invitations, thank you postcard, Eblasts, @ Pratt magazine)
- Manage Auction Tracker database and complete post-event reports and artist donor acknowledgements

- Input auction data into development software
- Return all unsold artwork to donating artists

Participate in all staff, development and auction committee meetings.

Knowledge, Skills & Abilities

Minimum of 3 years applicable experience

Must be comfortable soliciting donations

Proficiency with MS Suite, Raiser's Edge experience preferred with proven ability to learn new software quickly

Strong attention to detail, accuracy, organization, and discretion

Excellent verbal and written skills

Team player as well as a self-directed professional who possesses initiative, patience, optimism and a sense of humor

Creative and entrepreneurial approach to challenges

Interest and knowledge of the visual arts community

Ability to adapt to an evolving organizational structure

Valid driver's license

Ability to lift 40 lbs

Compensation

\$40K-\$45K annual salary range, DOE + medical, dental, long-term disability, and paid vacation. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. People of color are encouraged to apply.

Application Requirements

Please send cover letter, resume, three references and three writing samples, one of them being a letter of solicitation, to Laura Hammarlund, Director of Development, at Lhammarlund@pratt.org No calls or drop-ins, please.

Application Deadline

September 27, 2018