



JOB ANNOUNCEMENT

Title: Development Manager

Status: Part-time, non-exempt; 30 hours per week

Reports to: Anthony Avila, *Development Director (DD)*

Location: Tucson, AZ. In-person work required 1-2 days per week; others flexible/remote

Start Date: Immediately

Contact: Anthony at anthony@thedrawingstudio.org with cover letter and resume

Our vision: The world is a better place when art and creative spirit are fostered as cultural necessities.

Our mission: To inspire people of all ages and backgrounds to embrace art practice as a pathway to personal growth and healthy community.

Our Values

Learning and Discovery

The Drawing Studio promotes learning as an engaging and creative experience. Art study and practice are holistic processes that increase observational skills, deepen understanding, enhance communication, and intensify interest in new ideas and experiences.

Wellness

Art practice supports well-being by integrating the powers of concentration, presence and awareness. A deepened ability to “see” connects us in new ways to our mental, physical, and spiritual lives.

Community

The sharing of ideas and skills within the supportive environment of The Drawing Studio creates collaborations and celebrates discovery, which in turn expands, nurtures, and unites our community.

Diversity

By embracing diversity of thought and participation, we weave the fabric of an evolving tapestry of life experiences, expressions, traditions, and innovations.

Gratitude

We are grateful for a generous flow of financial support, sponsored gifts and friendship that sustains The Drawing Studio through time. We express our gratitude by giving to the community in the form of service, advocacy, and inspiration.

The Drawing Studio

The Drawing Studio is a 501(c)(3) non-profit visual arts learning center serving the vibrant, diverse communities of Tucson and Southern Arizona for 31 years. The Drawing Studio's mission and vision are grounded upon a deep understanding of the transformative role studio art practice can play in people's everyday lives. We currently provide thousands of adults, children, and seniors each year with classes and workshops at our main studio and satellite sites, exhibitions, open studios and labs for ongoing practice, membership programs, a wide range of special events, and partnership initiatives that serve people of all ages who have the least access to art.

Position Description

The **Development Manager** provides administrative support to development staff to increase overall organizational productivity. The *primary purpose* of this position is to oversee the database of TDS' donor development and stewardship program. The *secondary purpose* of this position is to support TDS' development and communications needs, including but not limited to support for marketing, traditional and social media, membership, and grant-writing.

TDS is a collaborative, entrepreneurial and flexible work environment with many opportunities to learn and grow professionally.

Essential Functions

- **Manage donor database**
 - Ensure all philanthropic gifts are accurately recorded in eTapestry
 - Ensure annual IRS letters for recurring philanthropic gifts are accurate and sent by February 1
 - Pull and clean up mail lists for appeals, direct mail and newsletters
 - Reconcile monthly new accounts in ProClass (student registration software), eTapestry, and Constant Contact
 - Reconcile development revenues in eTapestry against QuickBooks
- **Coordinate and implement gift acknowledgement process:**
 - Call to thank donors on the day of their gift (may be delegated)
 - Send thank you notes (can be done by volunteers)
 - Mail Tax letters w/in 72 hours (24 hours for capital campaign gifts)
 - Update Member and Donor Thank you-letters quarterly
 - Implement New Donor Welcome Packet for all new donors
 - *Ensure that Capital Campaign Thank Yous are sent on time and that donors are communicated with.*
- **Support donor communications**
 - Help with writing & content creation, and assist with vendor relationships:
 - Co-create paper & e-campaigns for Year-End & Summer Appeals, Annual Report, Giving Days, and Monthly E-Newsletter

- Coordinate **membership program** – manage process for membership renewal reminders and member communications.
- Maximize abilities of **eTapestry** to evaluate progress and propose actions steps or interventions to Development Director
- Develop **fundraising skills and relationships**
 - Represent TDS at local fundraising and cultural events, gallery openings, etc.
 - With Development and Programs team, assist with executing strategic events
 - Support TDS reception and customer service needs on emergency basis.
 - Make phone calls to donors and members and coordinate board and volunteer phone call lists.
- Support **TDS Board and Staff** in a variety of fund development activities
- Attend **team meetings**: department meetings weekly, full-team meetings 1x/month
- Other duties as assigned

Qualifications

- 2 years' experience in fund development and/or related field
- Experience with eTapestry or other donor database management, and data analytics (familiarity with eTapestry will be an advantage)
- Strong problem-solving, organization, attention to detail, and leadership skills
- Proven ability to raise philanthropic funds through a variety of strategies
- Commitment to Race, Equity, Access, Diversity & Inclusion principles (READI) including attending workshops and trainings
- Outstanding oral and written communication skills – Spanish language a plus
- Ability to manage relationships and oversee vendors (designers, printers, etc)
- Commitment to confidentiality and discretion

Preferences

- Experience with Constant Contact (or equivalent) and able to customize email campaigns and bulk mailings
- Copywriting skills to compose solicitations, thank you letters, emails, and newsletters
- Marketing and social media experience, including basic video editing (iMovie or social media in-app)
- Basic design familiarity, such as with Canva, or have a willingness to learn
- At least 1 year of grant experience to support grant-writing team and grant reports

Position Characteristics:

Decision-making/consequence of error –

This position has significant decision-making authority and consequences of errors can have significant effects on the organization. The employee must be able to represent TDS in a positive and articulate manner and must be able to manage key relationships involving artist-students, faculty, Board and donors. The employee must be able to listen thoughtfully to critique and feedback; active listening skills are essential.

Nature of supervision received - This position receives involved support in the form of guidance and strategy from the DD. Pro-active planning and follow-through are still critical for the job.

Other requirements or training required:

Unless specific accommodations are requested, this position requires the physical ability to use a telephone and a computer, with some driving (to gather food/supplies for events, or meet a donor). Role is expected to be in person at our offices located at 2760 N. Tucson Blvd for two days per week, with the rest of hours able to be remote or Work From Home.

Other characteristics that will ensure you thrive in our environment:

Passionate for art and creative practice; customer-service oriented; eager to learn and contribute to a small team; collaborative; resourceful; observant and intuitive, proactive; self-aware; responsive to direction and feedback; and able to work independently and with a diverse team.

Compensation & Benefits:

The pay rate is \$20-\$22 per hour (non-exempt). The position receives 30 hours vacation/sick leave and 12 paid holidays annually. Additional benefits include: Invesco Simple IRA retirement plan with 3% company match; \$2,250 per year cash medical/health stipend; and \$750 per year cash mental health stipend. All employees receive half-off of all Drawing Studio art classes, and one free class on paid time once per quarter. Flexible work schedule.

The Drawing Studio is an equal opportunity employer.