



# THE ART EFFECT

## **DIRECTOR OF EXTERNAL AFFAIRS** 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.

The Art Effect is in a period of growth, having just completed a new strategic plan and theory of change and is looking for a full-time Director of External Affairs to be an effective partner to the Executive Director, leadership team, and Board of Directors in guiding the organization to fulfill an ambitious mission.

### **POSITION SUMMARY**

The Art Effect's Director of External Affairs is part of the leadership team and is responsible for all aspects of development efforts. Supervising the Development Associate, and working closely with the Communications Director and all staff members, the Director of External Relations must be a well-rounded professional with communications acumen; a team player; and able to manage multiple deadlines and priorities on a daily, weekly, quarterly, and annual basis.

### **RESPONSIBILITIES/DUTIES**

- o Cultivate relationships and partnerships to build our national presence as a serious artistic youth-driven organization/gallery
- o Be a key strategic partner to the Executive Director
- o Attend community events/meetings and represent The Art Effect as a spokesperson
- o Supervise Development Associate/Grant Manager and develop advanced grant proposals to solicit institutional, private, corporate, and government funding sources; provide timely reporting and ensure compliance
- o Identify, research and develop new corporate, community, and individual relationships for the organization's fundraising priorities
- o Manage individual donor giving, including all aspects of biannual appeals and major donor strategy, in partnership with Executive Director

- o Ensure donor database information is current and accurate
- o Oversee implementation of successful annual fundraising events, including Art After Dark
- o Coordinate Institutional Advancement Committee (currently the TB Campaign Committee) and serve as Board liaison
- o Participate in Trolley Barn Campaign by helping to lead a collaborative team in raising funds for The Art Effect's move to the Trolley Barn (anticipated 2024)
- o Work with communications department and strategize to grow our national profile

### **EXPERIENCE/SKILLS**

- 10+ years of experience in progressively senior development roles
- Experience in nonprofits a must; experience in arts or youth development a plus
- Experience in marketing and communications strategies
- Expert writer and communicator
- Able to prioritize multiple tasks and deadlines
- People-person, excited to get out there and meet with donors and funders
- Knowledge of CRM databases - CiviCRM ideal

This is a full-time salaried position offering medical and dental benefits, 401K, paid time off, and others.

**Please email cover letter, resumé, and 3 references to [employment@thearteffect.org](mailto:employment@thearteffect.org). Applications will be accepted on a rolling basis. No phone inquiries will be accepted.**

Learn more about us at [thearteffect.org](http://thearteffect.org)