



## DEVELOPMENT OFFICER/CAMPAIGN MANAGER

Poughkeepsie NY

**The Art Effect** is a community-based, multi-arts educational center offering a wide range of creative, educational, and culturally-enriching programs to diverse audiences throughout the Hudson Valley. It was created in 2018 from a year-long merger process of two long-standing arts education and youth development agencies in Poughkeepsie, NY: Mill Street Loft and Spark Media Project. The Art Effect, now fully merged, empowers youth to develop their artistic voice to shape their futures and to bring about positive social change. We are the largest arts education nonprofit in the region.

The Art Effect seeks an individual experienced in individual and institutional fundraising to assist with management of The Trolley Barn Campaign, a two-year capital campaign. This position will work to secure the necessary funding to renovate and build out the programming for our eventual move to a historic Trolley Barn on Middle Main Street in downtown Poughkeepsie. The dynamic vision for the adaptive reuse of this historic 14,000-sq-ft building is to construct a state-of-the-art center with media production and visual art studios, computer labs, gallery space, and administrative offices that will create sustainable and long-term positive change in the community — especially for Poughkeepsie's youth.

The Campaign Manager will report to the Executive Director and will work with development staff in planning and implementing the campaign, volunteer recruitment, donor involvement, solicitation, and stewardship.

Following the campaign, this position may transition to Individual and Corporate Giving Manager.

### RESPONSIBILITIES/DUTIES

- Manage the The Art Effect's comprehensive campaign (projected goal: ~\$8-10 million), with the benefit from advising and training from Heller Group consulting firm; including fundraising associated with individual donors, foundations, government grants, and businesses.
  - *Individual giving* (serve as primary individual giving officer, with responsibility for identification, involvement, solicitation, and stewardship of donors)
  - *Corporate and foundation giving* (identify, cultivate, and work with staff and others to solicit corporations and foundations to support The Art Effect's capital campaign)
- Manage programmatic elements of the The Art Effect's Trolley Barn Capital Campaign, including:



- *Campaign Planning & Strategy* (scope, timeline, personnel, budget)
- *Volunteer management* (recruitment and management of volunteers to leverage the efforts of staff in raising funds)
- *Publications* (assist with design and distribution of printed campaign materials and public relations)
- *Events* (plan cultivation and stewardship events)
- *Solicitation* (involved in planning and making key solicitations, and coordination of other staff and volunteer solicitations)
- *Gift acceptance and acknowledgment* (ensures that gifts are appropriate for The Art Effect and that donors are properly acknowledged)
- *Stewardship* (ensures that donors are appropriately stewarded after making a gift)

## **EXPERIENCE & SKILLS**

- Bachelor's degree
- Experience with campaign fundraising and/or individual donor work
- 3+ years individual giving experience (including strong background in major gifts fundraising)
- Strong writer for development, including solicitation letters, proposals, and acknowledgment letters
- Strong oral communicator; relationship-centered, with well-developed listening skills
- Excellent organizational and time management skills, strong attention to detail
- Able to work independently and as part of a team, with strong customer service orientation

This is a full time (40 hr/wk) exempt position. Periodic weekend and evening work may be required during events.

### **Salary and Benefits:**

\$68,000-\$75,000. Full benefits (health insurance, PTO, and 401K) provided.

The Art Effect is committed to the principle of equal employment opportunity and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply, please send a **resume with a cover letter, and three references** to [info@thearteffect.org](mailto:info@thearteffect.org) with the job title and your name in the subject line. This position is open for immediate employment. No phone calls, please.