



**Director of Institutional Giving/Grants Management
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.

Position Summary

The Art Effect is looking for a full-time **Director of Institutional Giving/Grants Management** to be an effective partner to the Executive Director and Director of Donor Relations in guiding the organization to fulfill an ambitious mission and to manage and implement our collaborative development efforts as we grow in size and complexity. Reporting to the Executive Director, this position will oversee the development of relationships and systems that advance institutional giving (both government and foundations) at all levels. Excellent writing and management skills are required to articulate The Art Effect's mission and inspire all stakeholders.

The Art Effect is experiencing a period of expansion, with a new strategic plan and launch of a three-year comprehensive campaign to move our operations and programming to the Trolley Barn in Poughkeepsie. This position will be integral to developing new funding for general operations and campaign support, with a focus on institutional funders. The ideal candidate will have expertise in institutional fundraising as well as be a well-rounded development professional with communications acumen; a team player; and able to manage multiple deadlines and priorities on a daily, weekly, quarterly, and annual basis.

Responsibilities

- Work with senior staff to create and implement an ambitious development plan that sets fundraising performance goals and benchmarks.
- Align fundraising operations with the organization's strategic plan, programmatic needs, and campaign priorities.
- Oversee all institutional giving efforts, including a growing portfolio of 30-40 federal, state, county, city, and private foundation funders associated with \$1.25M+ for current programmatic and general operating support, with expectations of continuous year-after-year growth. This includes prospecting, researching, writing compelling letters



of inquiry and proposals in support of unrestricted and restricted revenue, capital needs, sponsorships, and campaigns.

- Over the next three years, lead local and national institutional fundraising efforts related to the Trolley Barn Campaign, a \$10M+ campaign to move The Art Effect's studios and operations to Main Street in Poughkeepsie, New York.
- Oversee all aspects of grants management, including the grants calendar and task management in Asana, to ensure grant compliance and the timely submission of all narrative and financial reports.
- Supervise Development Associate in supporting grant tracking, reporting, research and drafting.
- Work with ED and accountant to prepare and monitor budgets and reports for institutional proposals, grants and special projects.
- Work with program staff regarding future projects and grants and to ensure the development and use of program evaluation tools as a basis for grant reporting.
- Actively seek, source, and cultivate new institutional prospects on a regular basis.
- Create and administer annual and event sponsorship campaigns.
- Support the ED in their solicitations of institutional funders.
- Ensure that the database information and correspondence is accurate and up-to-date for all institutional funders, including the acknowledgment process, for institutional and corporate donors.
- Work with marketing and communications to ensure all funders are promoted in organizational literature and social media applications as agreed upon.

Position Qualifications

- At least 8-10 years experience in fundraising with progressively senior development roles. Experience with non-profits arts fundraising preferred.
- Strategic thinker and self-starter with deep knowledge of all aspects of development and fundraising.
- Proven track record in securing 5-, 6- and 7-figure gifts/grants.
- Proficiency in proposal and grant writing.
- Excellent organizational skills and an eye for detail.
- Ability to work independently and collaboratively, managing multiple projects simultaneously.
- Comfortable with multiple deadlines and competing timetables.
- Outstanding interpersonal skills for external and internal audiences
- Diplomacy, poise, and empathetic social skills.
- Knowledge and understanding of the arts (visual, digital, curatorial).
- Excellent computer skills including G-Suite and donor database systems, CiviCRM preferred.
- Bachelor's Degree required; advanced degree preferred.



Compensation range is \$68,000-\$78,000 and commensurate with experience. Benefits include a generous vacation/paid time off package, Health insurance with options for vision/ dental, along with 401K. While this position is based in our Poughkeepsie office, partial remote work is negotiable.

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 writing samples** to employment@thearteffect.org with the job title and your name in the subject line. This position is open for immediate employment. No phone calls, please.