

**JOB DESCRIPTION**

**Development Manager**

<b>Position Category:</b>	<b>Full-time, Regular</b>
<b>Employee Type:</b>	<b>Salaried, Exempt</b>
<b>Reports to:</b>	<b>Sr Director of Development &amp; Community Engagement/Director of Development</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Work Schedule:</b>	<b>Mon-Fri, 9 am – 5 pm; event driven evening and weekend hours required. This is an in-person position.</b>
<b>Salary:</b>	<b>\$65,000 – \$70,000/year plus benefits</b>

**Organization:**

Literary Arts is a community-based nonprofit arts organization located in Portland, Oregon, with a 40-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; and Writers in the Schools, which hires professional writers to teach semester-long creative writing workshops in Portland's public high schools. Our mission is to engage readers, support writers, and inspire the next generation with great literature.

**The Position:**

The **Development Manager** will identify, cultivate, solicit, and steward annual fund donors and corporate sponsors and manage fundraising events, engaging board members, staff, and volunteers as appropriate. The Development Manager is responsible for increasing the visibility of Literary Arts among those constituencies, leading to increased giving. The Development Manager will also develop and implement plans that raise funds from individual donors through direct mail and email solicitations. Working in conjunction with the Director of Development, the manager will design and implement the strategy and ongoing activities to solicit and support fundraising and programmatic event sponsors.

## **Essential Functions and Responsibilities:**

### *Events*

- Plan and manage Literary Arts' fundraising events, including an annual gala.
- Organize and execute cultivation events and donor stewardship events.

### *Sponsorships*

- Develop corporate support plans. Generate targeted, effective corporate support prospects and proposals. Manage relations with corporate supporters.
- Establish and maintain long-term partnerships with corporate partners that will result in funding for the immediate and long-term needs of Literary Arts, especially event sponsorships.
- Develop event sponsorship/stewardship materials and solicitation plans. Successfully implement the solicitation plans, engaging board, staff, and volunteers as appropriate.
- Serve as a key liaison between corporate event sponsors and Literary Arts, assuring donor needs are being met.
- Collaborate with Marketing to ensure sponsors are recognized appropriately.

### *Annual Appeal*

- Produce annual fund solicitations in accordance with the annual development strategic plan. The work includes list production, developing appeal themes, overseeing production of letters and emails, and tracking the metrics that lead to long-term success.
- Produce solicitation lists and design segmenting and personalization strategies.

### *Other/General*

- Work with Director of Development to identify and cultivate new donors, as well as maintain/improve donor relations at each level of giving and within each giving category (foundation, corporate, and individual).
- Represent Literary Arts at events to increase awareness of Literary Arts' programs.
- Other duties as assigned by the Director of Development.

## **Qualifications:**

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless an item is labeled as required. Please be clear and specific about how your background is relevant.

## **Minimum Qualifications/Transferable Skills**

- 2-3 years of direct fundraising experience with a proven track record of successful personal solicitation of gifts of \$500 or more.
- Successful experience in acquiring funding from corporations.
- Demonstrated understanding of basic fundraising principles and the development cycle.
- Experience in effectively nurturing and maintaining relationships with donors, supporters, community partners, and staff.
- Ability to develop, manage, and meet budgets.
- Strong project management skills, including the ability to set and meet deadlines and manage multiple tasks.
- Experience using a donor database system to track contacts, or equivalent.
- Demonstrated ability to appropriately manage highly confidential information.
- Excellent communication skills, both written and verbal.
- Superb attention to detail.
- Excellent customer service skills.
- Ability to interact positively with people of diverse backgrounds.
- Creative problem-solving ability.
- Commitment to the mission of Literary Arts.

### **Job Conditions:**

**Benefits:** Literary Arts currently pays for health, dental, and vision coverage for each FTE employee, and offers a 401K program with employer match. Literary Arts also fully pays for short- and long-term disability insurance. All full-time employees begin with three weeks of paid vacation time, which increases to five weeks after five years of employment. We also provide three additional paid Personal Days off, in addition to observing approximately 12 paid holidays. As a registered nonprofit, the organization qualifies for public service loan forgiveness. Information on additional benefits is available upon request.

**Flexible work environment:** The organization also permits flexible scheduling to accommodate family or personal needs and preferences, including the option to be fully remote for up to one month (upon review and approval).

**Office Layout** is open concept, between two common spaces used for meetings, events, and workshops. The Project's new facility will also be open concept, with flexible meeting rooms and hoteling workstations.

**Equipment Used:** Mac laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

**Physical Demands:** Long periods of sitting are required at the computer or in meetings. Some concentrated periods of computer keyboarding may be required throughout the work week. However, this position does accommodate breaks from sitting as needed. Lifting and moving of boxes is required; boxes in excess of 25 pounds should be lifted with assistance.



To apply, please submit your cover letter and resume to [applications@literary-arts.org](mailto:applications@literary-arts.org) with the subject line “Development Manager.” **We will begin formally reviewing applications on May 1, 2024.**

After you submit your application materials, you will be invited to participate in a voluntary survey. Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers, and data collected from these surveys allows us to measure and show the progress we are making in a concrete way. We welcome applicants from diverse backgrounds and experiences.

For more information about Literary Arts, visit [www.literary-arts.org](http://www.literary-arts.org).