



THE MANIFEST CENTER FOR THE VISUAL ARTS

DEVELOPMENT MANAGER POSITION BRIEF

Manifest is an internationally recognized award-winning non-profit organization founded in 2004 by artists dedicated to creating high quality experiences of visual art through exhibition, publication, artist-support, and education championing the importance of visual literacy, critical thinking, and skill development.

Manifest's mission is to promote quality in the visual arts by providing meaningful and accessible art-based experiences for the public, support deep learning outside academia, promote skill development, visual literacy, and critical thinking for a diverse public, and to undertake the ongoing documentation and dissemination of exceptional art for posterity.

Manifest's vision is to be a sanctuary for the practice, learning, and experience of the visual arts.

ABOUT MANIFEST TODAY

Manifest is currently in the midst of its first major capital campaign, *Manifest Emerges*, partnering with Ignite Philanthropy to develop support for the convergence of its two locations under one permanent roof and undertake a comprehensive renovation and expansion of our historic building. To-date the organization has raised more than half its goal, and as of late April 2025 has embarked on the first of two phases of the renovation project. The campaign includes Manifest's first \$1 million individual gift. Manifest eagerly anticipates the launch the Public Phase of the campaign to leverage Manifest's unique place in the arts ecosystem and drive further private funding of large gifts.

As the first phase of the renovation project ramps up, and the campaign enters its later stages, we seek to expand our team with a critical staff role to bridge the campaign process and our work with Ignite to our future looking and independent development needs, and particularly to maintain relationships with the new donors who have supported this project generously, while adding to the growing list. With the campaign's progress, there is already in place the potential and expectation for early success for this new position.

Note: Manifest's most recent **Annual Fund** received contributions from 470 donors in 35 states and four countries.

Development Manager (Administration)

This will be a new position at Manifest. The role is currently being defined and will be crafted, in-part, around the qualifications of the ideal candidate.

Full time 40 hours per week.

Flexible working hours, including some evenings and weekends.

Compensation: \$45k-\$65k range, based on qualifications and experience.

Monthly allowance stipend for benefits.

Reports to Executive Director

The ideal candidate is a charismatic storyteller who is comfortable thinking outside the box, is a proactive learner, strategic fundraiser, and detail-oriented skilled administrator with a passion for excellence in the visual arts, and supporting visual literacy, critical thinking, and skill development for a wide range of participants.

PRIMARY FUNCTION OF THIS POSITION

This position involves leading efforts to plan, coordinate, and implement fundraising initiatives for the organization. These include, but are not limited to, grant seeking, direct mail solicitation, event sponsorships, donor relations management, and securing major gifts from individuals and businesses. The Development Manager will work closely with the Executive Director, Operations Manager, Board of Directors, and other key staff and stakeholders to ensure the organization's financial stability and growth.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

- Identify, research, and analyze past, current, and potential donors.
- Oversee and cultivate relationships with donors in collaboration with Executive Director.
- Work closely with the Board of Directors and Executive Director to align fundraising strategies with the organization's mission and values.
- Provide oversight and management of **DonorPerfect** database with support from administrative team.
- Collaborate with the Executive Director and Operations Manager in the overall management of the annual fund appeal, capital campaign, grant writing and other advancement efforts as needed.
- Manage donor outreach including solicitations and meetings for and with the Executive Director.
- Remain current on laws, policies, and best practices related to donor cultivation and stewardship.
- Collaborate on development of communications, newsletters and event-specific brochures and fliers.
- Prepare advancement budget and provide monthly development financial reports.
- Be present as a key Manifest representative at specific events in support of advancement efforts.
- Serve as a primary staff liaison with the Development Committee and fulfill other responsibilities as assigned by the Executive Director.

SPECIFICATIONS/REQUIREMENTS SKILLS, KNOWLEDGE AND/OR ABILITIES

- Knowledge and understanding of Code of Ethical Standards and Association of Fundraising Professionals.
- Strong organizational and time management skills.
- Knowledge of fundraising best practices.
- Excellent in verbal and written communication. Enjoy and excel at storytelling with enthusiasm and depth.
- Works collaboratively with others in a team approach, and able to work independently as needed.
- Self-motivated, flexible, and adaptable in a variety of work situations, with very high degree of attention to detail.
- Ability to welcome and work with diverse groups and individuals (race, socioeconomic, religion, etc.)
- Experience with non-profit and "zero-balanced" budgeting methods and procedures.

PREFERRED EDUCATION, TRAINING, AND/OR EXPERIENCE

- Bachelor's Degree or higher
- Software, including DonorPerfect, Office 365, and Adobe CC in an Apple environment.
 - Minimum of 2-5 Years of fundraising, grant writing, and administrative experience. An advanced level of experience is preferred.
- Proven success in development, grant writing, and donor cultivation.

TO APPLY: Send cover letter, c.v, and contact info for three references to: hr@manifestgallery.org with **SUBJECT LINE: Application to Development Manager Position**

LEARN MORE ABOUT MANIFEST AT: www.manifestvisualarts.org