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## **DEVELOPMENT MANAGER**

Up to 24 hours/week

\$18-20/hour depending on experience

### **To apply for this position:**

Send a cover letter, resume, and writing sample to:

Katie Miller

Executive Director

katie@inclusiveartsvermont.org

### **JOB DESCRIPTION**

*This position is a part-time position of up to 24 hours per week, and is part of the management team of Inclusive Arts Vermont, a statewide non-profit organization dedicated to using the magic of the arts to making Vermont a more accessible and inclusive place for people with disabilities. Our arts education, cultural access, and professional development programs engage thousands annually across the state. The Development Manager will work with the Executive Director on fundraising, grant writing, and finance operations.*

*This is a permanent position.*

*This position will be offered a competitive paid time off package, which you can read more about in the personnel policies on our website: <https://www.inclusiveartsvermont.org/about/public-documents/>*

Proposed start date: As soon as possible.

### **BASIC FUNCTION**

The responsibilities of this position are centered in fundraising and administration.

### **DUTIES & RESPONSIBILITIES**

#### **Grant Management: 60%**

- Maintain agency grant database
  - Track all submission deadlines, reporting deadlines, and funded proposals
  - Ensure that all deadlines are met
- Maintain digital grant files and scan/store all award letters and contracts
- Submit reports and applications
- Write, in conjunction with the Executive Director, reports and applications to foundations, corporations, and government entities
- Create and maintain the monthly grants report for the Board of Directors
- Seek out and secure new funding
- Maintain participant data collection and collect information from program directors

#### **Donor Database Management and Support for Donor Development: 30%**

- Enter all donations into the donor database (Little Green Light)
- Produce and prepare thank you notes to donors
- Work with the Executive Director to create two annual appeal mailings including:
  - Prepare mailing list
  - Receive quotes from and coordinate with printing company
  - Organize stuffing and preparing of mailing and oversee volunteer team
  - Maintain bulk mailing process with the USPS

- Draft letter text and design (in conjunction with the Communications Manager)
- Complete quarterly donation reconciliations with Executive Director
- Prepare donor and fundraising reports for the Board of Directors
- Complete appreciation and solicitation calls to individual donors
- Seek out and secure new funding
- Assist in planning and organization of annual fundraising event

**Administrative Assistance: 10%**

- Participate in monthly staff meetings, taking rotating leadership positions
- Open and log incoming mail, other filing related to fund management
- Take part in collective office maintenance and housekeeping
- Coordinate collection of and enter program data from staff
- Proofreading of grants, press releases, letters, and other communications

**CULTURE OF INCLUSION**

At Inclusive Arts Vermont, we believe that we all bring different strengths to the management team and celebrate them. Additionally, all employees of the organization are expected to participate in and support a culture of inclusion, through the support of other staff members as needs arise. Examples of this include: photocopier assistance, mailing stuffing, lifting, etc.

**SUPERVISION EXERCISED**

Volunteers in fundraising and communication are recruited by the volunteer coordinator, but supervised by the Development Manager.

**SUPERVISION RECEIVED**

General direction and supervision is received from the Executive Director.

**QUALIFICATIONS**

A Bachelor's degree with two years of fundraising experience, or a combination of education and experience from which comparable knowledge and skills is acquired.

- Passion for the mission of Inclusive Arts Vermont and an interest in diversity awareness and disability inclusion
- Strong writing skills
- Strong time management skills, ability to prioritize and meet deadlines
- Experience with donor cultivation and solicitation
- Familiarity with database systems, Little Green Light knowledge very helpful
- Familiarity with Adobe Creative Suite helpful
- Familiarity with Quickbooks helpful
- Experience with grant writing or donor management
- Knowledge and understanding of Results Based Accountability
- In-depth knowledge of Microsoft Office, specifically mail-merging and Excel
- Good level of accuracy in all aspects of work
- Good verbal and interpersonal communication skills
- Excellent problem-solving skills
- Able to maintain confidentiality of sensitive data and information
- Able to pass all agency's background check including driver's operation of a motor vehicle
- Physical ability to perform all job functions

**Equipment Used:**

Office Equipment: Copier, phone, computer, printer, and shredder

**Mental Demands/Physical Demands/ Environmental Demands:**

- Work is sedentary for long periods while spending a lot of time keyboarding and looking at a computer screen
- Work with frequent interruptions; regulate emotions under stress when meeting deadlines
- Person must be able to prioritize multiple tasks and work independently

**Employment is conditioned upon:**

- verification of the individual's identity by examining the individual's government-issued photo identification card, such as a driver's license
- completion of a Vermont Criminal Information Center record check
- review of the National Sex Offender Public Registry
- an FBI fingerprint check

Any individual who does not consent to the above screenings, or who makes a false statement in connection with the above screenings, will not be eligible for employment or placement in Inclusive Arts Vermont programs.

Appropriate staff will review the findings of the background check information, as they become available. Confirmation of an offer of employment will be contingent upon the completion of the above background checks, and a finding that the information in these records was accurate, complete and non-disqualifying. Inclusive Arts Vermont will follow all Vermont Criminal Information Center policies related to the employers' maintenance of criminal record check information.

Unfavorable background check information is not an automatic bar to employment or placement at INCLUSIVE ARTS Vermont. Unfavorable information obtained from these background checks is reviewed by the appropriate staff, with consideration given to:

- the date and nature of the conviction,
- age of the applicant when the offense was committed,
- whether there is any evidence of a criminal pattern, and
- the nature of the employee's or volunteer's work roles at Inclusive Arts Vermont.

An employee, volunteer or candidate may dispute the factual accuracy of the result of a background check with the appropriate agency. Upon request, Inclusive Arts Vermont will provide the individual with appropriate contact information to dispute a finding. In this case, a final enrollment decision will be based on the official resolution of the dispute.

Any Inclusive Arts Vermont offer of employment or volunteer placement will be considered conditional pending hiring and supervisory staff's review of the applicant's background check information, as obtained from the Vermont Criminal Information Center, the National Sex Offender Public Registry, and an FBI fingerprint check. Inclusive Arts Vermont reserves the right to terminate an employee or volunteer immediately if information discovered through a background check after the applicant commences their employment or volunteer placement reveals a previously unknown criminal record, the content of which is determined by Inclusive Arts Vermont hiring and supervisory staff to disqualify them to work for Inclusive Arts Vermont in that capacity.

By State law, Inclusive Arts Vermont cannot disclose the information in the background check to anyone other than the applicant.