



## **DEVELOPMENT MANAGER**

### **ORGANIZATION**

Burnaway, founded in 2008, is an Atlanta-based non-profit organization and digital magazine whose mission is to provide coverage of the arts in and from the South in order to support the vibrant creative communities in our region, increase national recognition of our region's artists and organizations, and foster new voices for the arts. We host the only educational program dedicated to training new arts writers in the region, the Art Writing Incubator, and produce a print publication each year. The organization currently has a \$300k operating budget, and a full-time staff of 3.

### **POSITION**

Reporting to and working closely with the Executive Director (ED), the Development Manager will be responsible for implementing the organization's fundraising strategy including grants, corporate sponsors, and individual donors; developing new advisory boards, fundraising groups, and other advancement initiatives. As a small team, the Development Manager will be expected to jump in and support the team in other ad hoc tasks as needed.

### **ROLES & RESPONSIBILITIES**

- Support the ED in drafting measurable fundraising goals and track their progress.
- Write grants on behalf of the organization, documenting outstanding applications and decisions in the grant database.
- Manage grant requirements, including reports, promotion/acknowledgement, and other contractual obligations.
- Research new grant opportunities, drafting Letters of Inquiry to prospective foundations.
- Develop and/or maintain strong relationships with government, corporate, and private funders.
- Manage membership and individual donor cultivation and stewardship with support from the Program Assistant.
- Create targeted fundraising campaigns throughout the year.
- Research and implement new donor database and online giving software.
- Engage the Executive Director in cultivation meetings, prospecting, or other fundraising opportunities.
- Present new trends, opportunities, and ideas in fundraising to the ED and Board.
- Understand and convey project and program budgets in grant applications, tracking any restricted funds with the ED and Bookkeeper.
- Develop and manage fundraiser events throughout the year in collaboration with the ED and Program Assistant.

### **QUALIFICATIONS**

- A Bachelor's degree in Visual Arts, Communications, Business Administration, Non-profit Management, Liberal Arts, Art History, Journalism, or other relevant fields.

- 3-5 years of experience working at cultural organizations or non-profits with management experience.
- Candidates should possess a solid, demonstrable track record in fundraising in the cultural sector such as in the space of grant writing, donor/membership campaigns, and fundraising events.
- Working knowledge of budgeting, financials, and financial reporting in support of grant applications.
- This individual should be comfortable meeting with and appealing to high level donors.
- Candidates must know how to work effectively with Board members, staff, artists, arts organizations, volunteers, and community leaders and demonstrate a commitment to Burnaway's values of equity, inclusion, creativity, and respect and a genuine commitment to Atlanta and the South.
- Either live in Atlanta or be willing to relocate by October 2020.

This is a part-time salaried position (20-25 hours a week) with a proportional hourly range of \$24-\$26 depending on experience.

Burnaway is an equal opportunity employer. We are committed to the principle of equal employment opportunity for all and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Burnaway are based on business needs, job requirements and individual qualifications, without regard to race, gender identity, religion, age, ability, or any other status protected by the laws or regulations in the United States.

Please submit a resume and cover letter to [erin@burnaway.org](mailto:erin@burnaway.org).