

Piedmont Craftsmen | Development and Donor Relations Manager

Position Summary

The Development and Donor Relations Manager position is a key staff member ensuring achievement of the goals and success of the Piedmont Craftsmen. Applicant should have a substantiated track record in key facets of fundraising: Annual Fund Drive, Special Events, Donor and Sponsor Cultivations, and Planned Giving. The overall goal of the Development and Donor Relations position is to improve financial stability and capacity, and to nurture relationships with our support community.

- This position holds a leadership role in the institution, reports directly to President and CEO, and works closely with other senior staff, volunteers, and donors, and prepares donor income and expense reports for the Board (monthly) and audit (annually).
- This position oversees appropriate acknowledgement and thanks for all donors and sponsors, working with staff and board to produce tax letters, personal notes from Board Members, acknowledgement listings, Fair and event passes, and donor appreciation events.

Donors

- Works with CEO and Staff to establish and maintain communication with Piedmont Craftsmen supporters through monthly email newsletters and quarterly donation requests.
- Develops in-person relationships with donors to facilitate development of planned giving and endowment donations.
- Develops and implements a new donor identification, cultivation and appreciation plan.

Sponsors

- Meets annually with existing and potential sponsors, alongside the President, to secure multi-year commitments.
- Works with the President and other staff members to identify and cultivate relationships with business partners to secure at least 2 new sponsors each year, and to design unique benefit packages to fit the needs of potential sponsors.

Fundraising Events

- Together with the President and Board Committees, plans and implements an annual fundraising event.
- Negotiates contracts for venues, caterers, music and other contracted services.
- Works with Graphic Designer to create timeline for marketing and collateral materials, and cultivates volunteers to assist with events.

Competencies

General

- Minimum of Bachelor's degree or multiple years of related experience.
- Minimum of 3 years related experience with significant responsibilities at a college, university, museum or other nonprofit organization.
- Personal qualities of integrity, discretion, credibility, and dedication to the mission and goals of the Piedmont Craftsmen.
- Emotional maturity, self-confidence, and a sense of humor.
- Demonstrated ability to work successfully in a small team setting with a consensus building model.
- Must be able to work special events, fundraisers and the Craftsmen's Fair.

Organizational Skills

- Finely tuned time/task management skills.
- Flexibility to work effectively and efficiently with multiple constituencies.
- A self-starter with the ability to organize tasks with an outlook for deadlines.
- A multitasker with the ability to wear many hats in a fast-paced environment

Communications

- Demonstrated verbal and written communication skills plus strong planning, administrative, and organizational skills.
- Respectful, trustworthy, and with high integrity; always displaying high levels of professionalism.
- The employee must be fluent in English and speaking a second language is a plus.

Technical Skills

- Knowledge of QuickBooks Non-Profit Accounting, Filemaker Pro, Excel, Word and other Microsoft software are preferred.
- Technology savvy: knowledge of Constant Contact and all major social media platforms are a plus.
- A passion for the arts in general and crafts in particular is a plus.

Business Skills

- Proven ability to work with diverse groups of individuals, especially donors, sponsors, crafts artists and customers.
- Event planning, problem-solver and familiar with the complexities of a nonprofit arts organization.

Physical Demands

- This position can be physically demanding and requires the employee to walk, bend, stoop, have use of fine and gross motor skills, and work in close quarters.
- While performing the duties of this job, the employee is regularly required to work at a computer, and to sit while meeting with individuals or groups.
- This position requires travel at times and the ability to drive a car.
- The employee must:
 - Have normal visual acuity at near and far distance with correction and hear the spoken word with correction,
 - Must be willing/able to move equipment, objects or boxes, and
 - Will be required to occasionally work long days (10+ hours) during fundraisers and the annual Craftsmen Fair.

Compensation

Compensation discussions are a part of the interviewing process. This position is funded in part by a grant from the Winston-Salem Foundation for 2019 and 2020.

To Apply

The position will remain open until filled, however the initial review of applications will consist of applications received by March 1, 2019. Send resume, 3 references and cover letter addressing relevant experience and interest in the position to B. Jane Doub, CEO at director@piedmontcraftsmen.org.

For more information about Piedmont Craftsmen, please visit our website at www.piedmontcraftsmen.org.

Piedmont Craftsmen, Inc. is committed to provide equal employment opportunity to all qualified persons. Piedmont Craftsmen's policy is to recruit, hire, train, compensate, promote and terminate without regard to race, age, color, religion, sex, national origin, disability, status as a Vietnam-era veteran or special disabled veteran in accordance with applicable state and federal law. All employment decisions will be based on job-related requirements. Piedmont Craftsmen also will base all personnel actions, including compensation, benefits, terminations, training and social programs, on job-related requirements.

Piedmont Craftsmen, Inc. will provide reasonable accommodations to qualified individuals with disabilities.