



FULL-TIME / SALARY / EXEMPT

DEVELOPMENT MANAGER

ABOUT US

The DC Arts Center (DCAC) is the only institution in the greater Washington, D.C., area solely dedicated to fostering underrepresented artists in every discipline. We believe that by encouraging artists of all types and all levels to pursue their passion, community transformation is possible. Located in the vibrant Adams Morgan neighborhood in Washington, D.C., DCAC has just completed a historic renovation and continues to operate a small arts facility that includes two art galleries, a 41-seat black box theater, and office space.

Founded in 1989 as an accessible alternative arts center in response to eroding support for local artists, DCAC has since become a hub of creativity in the visual and performing arts, receiving local, national, and international attention. Artists of all types, including poets, painters, actors, storytellers, sculptors, and performance artists, have been drawn to DCAC from around the corner and around the globe.

The DC Arts Center is a small non-profit 501(c)(3) corporation with an annual operating budget upwards of \$300,000. The organization has just onboarded a new Executive Director with a bold vision for the future and expectations of rapid growth. The new Development Manager will join the organization at an exciting time of change and expansion, serving as a strategic thought partner to the Executive Director. The DC Arts Center prides itself on maintaining a workplace culture rooted in collaboration, trust, transparency, and accountability. We embrace and celebrate a can-do, roll-up-your-sleeves mentality.

ABOUT THE JOB (EXPECTATIONS)

The DC Arts Center seeks a dedicated and detail-oriented administrative professional to join our team as the organization's Development Manager. Reporting to the Executive Director, this is a mission-critical role that supports all development efforts, including aggressive contributed revenue cultivation, generation, documentation, and application. Responsibilities include maintaining our donor database, grant writing, research, application, and reporting, budget development, and event coordination. The Development Manager will be expected to embrace a team mentality and support other areas of the organization as needs arise. The DC Arts Center supports a flexible and hybrid work environment whenever possible. However, due to the nature of our work, said flexibility must be suspended when necessary to support the mission of the organization. As such, extended in-person working hours, including evenings and weekends, may be required.

WHAT YOU'LL DO (RESPONSIBILITIES)

80% DEVELOPMENT & FINANCE

Design and deploy all of The DC Arts Center's fundraising activities and operations for individual, corporate, foundation, and government support. This includes the research and submission of grants, interim reports, and creating systems and processes to accurately track all incoming gifts providing timely acknowledgments;

In partnership with the Executive Director, provide strategic and visionary leadership to maintain and grow annual fundraising goals in contributed revenue and membership support;

Create and execute annual and multi-year philanthropic events and strategies to increase contributed revenue;

Facilitate general banking transactions, including making deposits at local banking institutions;

Run and/or create financial reports as requested;

Steward and solicit current and prospective Board Members and major donors;

Coordinate the production of development collateral including the Annual Report;

Maintain a comprehensive development calendar;

Maintain online donation databases and payment processing systems;

Provide general administrative support for the organization, including filing, copying, and mailing; and

Coordinate and attend donor benefit events, opening night celebrations, and other development/organizational events.

20% PROGRAMMING

Support The DC Arts Center's programmatic activities by coordinating, assisting with, preparing for, and attending programmatic events in partnership with the General Manager and Program Manager.

Along with the Executive Director, assist with gallery operations and duties when needed and as assigned.

PREFERRED SKILLS & EXPERIENCES (WHAT YOU'LL NEED)

Please note that this list is not intended to exclude early-career or career-shifting candidates. The DC Arts Center equally weighs passion and the desire to learn and achieve with experience and tangible skills.

A bachelor's degree in arts administration, non-profit management, or other arts/business-related fields is preferred; comparable experience accepted in substitution of a degree;

Experience working in a professional administrative environment;

Ability to embrace ambiguity;

Familiarity with the Washington, D.C., artistic community and national artistic landscape;

Familiarity with the Washington, D.C., philanthropic community and national giving landscape;

Ability to conceive, plan, and execute a major gifts program, including annual giving and special events;

Experience with developing and maintaining achievable and ambitious financial projections and budgets;

Donor database experience;

Appreciation for fundraising ethics and respect for confidentiality of donor information;

Superior interpersonal skills and ability to communicate professionally with colleagues, donors, artists, and other stakeholders;

Excellent oral and written communication skills, persuasive presentation, and negotiation abilities;

Strong organizational skills with great attention to detail and accuracy;

Ability to prioritize workload to complete assignments in a timely manner when faced with many deadlines and competing requirements in a fast-paced environment;

Exemplary work ethic and professional demeanor; and

A laptop, mobile phone, and digital literacy skills, including experience with Apple products and Google Workspace, and the ability to adapt to new technologies.

SALARY & BENEFITS

Our current budget supports a salary of \$50,000. Benefits include medical, dental, and vision as well as a yearly subscription to One Medical -- all covered at 100%. In addition, The DC Arts Center embraces a progressive leave policy, including unlimited paid time off and a flexible hybrid work schedule whenever possible. All employees receive a \$500 travel reimbursement per year and a free yearly Artist's Membership to The DC Arts Center (a \$200 value).

TO APPLY

Please fill out our online employment application at www.dcartscenter.org. If you are having difficulty accessing the online application, please email Executive Director Sean Elias at selias@dcartscenter.org. Please use DCAC Development Manager Submission in the email subject line.

The DC Arts Center is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, ethnicity, gender identity, national origin, political affiliation, race, religion, or sexual orientation.

