

**ARTADIA  
NON-PROFIT  
ORGANIZATION  
501(c)(3)  
EST 1999**

**Position Title: Director of Advancement (DoA)**

**Reports To: Executive Director (ED)**

**Status: Full Time**

**Date: September 28, 2023**

#### ABOUT

Founded in 1999, Artadia is a nonprofit grantmaker and nationwide community of visual artists, curators, and patrons. The organization annually identifies artists whose merits—defined by Artadia as a high-level of artistic excellence, rigorous practice, and clear artistic voice—demonstrate they've reached a pivotal moment in their practice. Artadia annually gives three unrestricted awards in seven cities: Atlanta, Boston, Chicago, Houston, Los Angeles, New York, and San Francisco, and additional grants to artists with program partners, for a total of 22 grants direct to artists a year. The geographically expansive focus of the Artadia Award has an exponentially greater impact on the national arts conversation than a localized program alone could achieve—a critical factor that enhances the lives and work of artists everywhere. Since its founding, Artadia has awarded over \$6 million in unrestricted funds to 393 artists. For more information please visit [artadia.org](http://artadia.org).

#### POSITION

Artadia is seeking an entrepreneurial, creative, and energetic individual to serve as the Director of Advancement (DoA). This member of the leadership team will be responsible for working closely with the incoming Executive Director (ED), the staff, and the Board of Directors to strengthen the mission and build and expand upon a revitalized fundraising program. They will be charged with creating, leading, planning, and managing a comprehensive development plan with the goal of growing the operating budget by 40% over the next three to five years.

The ideal candidate will have experience raising funds from individuals, foundations, corporations, and events and will be adept at identifying, cultivating, soliciting, and stewarding donors and supporting others in making requests. In addition, she/he/they will be passionate about contemporary art, contemporary artists, the creative process and have the ability to make a strong case for both restricted and unrestricted support.

The DoA will join our dedicated team of five and be an important member of the senior leadership team. This position is a unique opportunity to truly support the diverse and talented artists in cities across the country and further their work in their communities. Applicants should be interested in shaping the way grantmaking and partnerships can impact an artist's career, be attuned to the needs of artists living and working today, and be an active participant in the contemporary arts conversation.

#### RESPONSIBILITIES

Strategy and implementation

- The DoA will serve as an entrepreneurial leader who will develop and implement the organization's comprehensive fundraising plan to support Artadia's \$1.3 million budget.
- Work closely with the ED to develop and execute a strategic development plan that will provide Artadia with the financial resources to grow and thrive, including planning the 25th anniversary celebratory events and campaigns. Assure the plan clearly outlines goals, objectives, timelines, and assignment of responsibilities.
- Liaise with the Board of Directors to communicate and promote transparency around fundraising goals; support the Board's efforts in reaching goals through a variety of engagement and activities.
- Participate in quarterly Board meetings, present strategic plans, provide detailed status updates and analysis, and robust donor reports.

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- Work with a dedicated Development team, the full time Assistant Manager of Development and two part time dedicated fundraising contractors, whom she/he/they would manage and provide clear direction, oversight, and opportunities for professional growth.
- Lead, plan, and oversee development events to include cultivation events and annual fundraisers. Ensure Artadia's events align to strategic fundraising and cultivation goals, as well as the organization's mission.
- Develop and track departmental and organizational budgets. Oversee grant writing, reporting activities, and other requests from institutional funders.
- Assess current fundraising efforts and build out existing development systems, diversifying income opportunities and establishing relationship management protocols to expand council levels and significantly grow contributed income over the next three to five years..
- Guide the systems and tools necessary to maintain a best-practice development department, including oversight of a comprehensive overview of the instil CRM database, proper data entry practices, and ensure accurate and effective donor and prospect data integrity, including implementation of relationship management protocols (responsibility of Assistant Manager of Development).
- Collaborate with Program and Communications Assistant to create and maintain a suite of fundraising materials such as promotional decks, council and trip packages, and annual reports, etc.
- Collaborate with the ED and staff to ensure that internal culture, organizational structure, human and financial resources, technology, and operational plans are aligned to support a culture of equity, inclusion, and philanthropy.

Individual Donor and Audience Engagement:

- Manage, retain, and grow a portfolio of existing and new donors, oversee stewardship and recognition; including analyzing and overseeing Artadia's major donor programs.
- Articulate and promote a compelling case for support to ensure major donors renew and increase their support of Artadia's programming.
- Create opportunities for engagement of current and prospective donors: develop and oversee effective fundraising and cultivation events in association with the staff and Board of Directors in each of Artadia's program cities.
- Oversee Bi-Annual Benefit events as well as city specific fundraising initiatives, including working intimately with its volunteer co-chairs.
- Develop, set attainable goals, and implement fundraising appeals, at least twice annually.
- Strategize with the Communications and Programs departments to create content for our major donors and supporters.
- Report monthly on metrics relating to individual donor acquisition, retention, and engagement.

Institutional and Corporate Giving

- Develop and implement annual and long-term strategic plans toward receiving both unrestricted and restricted funds from foundations, ideally on multi-year cycles.
- Research, identify and cultivate foundation opportunities. Conduct outreach and participate in inquiry meetings with foundation personnel, follow up, and track next steps.
- Work with the Grant Writer Consultant to maintain an annual planning calendar of grant opportunities to outline application requirements and deadlines.
- Coordinate grant proposal development processes across the organization to research, ideate, write, and fully execute proposals.
- Work with Arts FMS, financial management consultant, on grant compliance and financial reporting.
- Research, identify, and cultivate corporate giving opportunities. Conduct outreach and participate in inquiry meetings with new contacts, followup and track next steps.
- Work with the Senior Development Officer to solicit sponsorship opportunities for Artadia events and programmatic partners/in-kind support of initiatives.
- Maintain ongoing communication and relationship cultivation with corporate sponsors.

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**Internal and External Advocacy:**

- In conjunction with the ED and the Board, be an external presence for Artadia by attending local and national events, e.g. gallery openings, art fairs, conferences, etc. to engage potential donors and promote the work of the organization.
- Build lasting relationships with a wide range of people, including philanthropists, corporate executives, foundation officers, board members, staff members, artists, and others in the Artadia community.
- Communicate Artadia's mission, vision, values, and goals with credibility, passion, and enthusiasm.

**COMPENSATION & BENEFITS**

We believe in a culture of care that includes health insurance for employees, parental leave, flextime, paid and sick time off.

- Salary range: \$95,000 - \$110,000 (commensurate with experience)
- Health insurance through UnitedHealthcare/Oxford
- 401(k) retirement plan through Guideline
- 12 paid holidays, 10 vacation days, and 5 sick days per year (At the discretion of management, additional time off may be scheduled at the end of the calendar year.)
- This position is full time (40 hours per week) with flexible hours and currently functions in a hybrid in-person/remote capacity, with offices based in Brooklyn (Dumbo), New York City
- This position requires some national, and possibly international travel

**DESIRED QUALIFICATIONS**

- Candidates must have at least seven years of development experience and a proven track record of raising at least \$1.5M annually from a diverse stream of contributed revenues.
- Excellent understanding of principles and techniques of development activities, including annual giving, major giving, planned giving, event planning, marketing, and communications; success in this role requires strategizing and implementing.
- Deft ability to take initiative, prioritize, ideate, and implement multiple projects effectively in a collaborative and fast-paced environment—deploy limited resources for maximum impact.
- Demonstrated leadership experience, and experience managing multiple direct reports.
- The ability to organize and motivate others to accomplish goals while creating a team with a common mission, direction, and active participation among a variety of stakeholders.
- Excellent financial literacy and experience managing budgets.
- Strong written and oral communication skills and effective networking.
- Experience in building organizational systems and familiarity with nonprofit governance and compliance.
- Genuinely engaging with a sincere, strong presence, and exceptional social skills.
- This position is open to candidates with a variety of educational and professional backgrounds. Ideal candidates will have experience in the field of nonprofit arts and culture, business management and administration.

Candidates must be skilled with Microsoft and Mac operating systems. Artadia actively works with Slack, Dropbox, Google Docs, Instil CRM database, Salesforce, MailChimp and WordPress and comparable experience with these databases/programs is helpful.

**REPORTING**

The Director of Advancement reports to the Executive Director and directly supervises and supports the Senior Development Officer, Assistant Manager of Development and the Grant Writing Consultant.

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**HOW TO APPLY**

Please send a cover letter and CV to [jobs@artadia.org](mailto:jobs@artadia.org), with the subject line “Director of Advancement”. Resumes will be reviewed as they are received and interviews will begin the last week of October 2023. Interviews will initially be conducted via Zoom video conference with a final in-person meeting. Deadline for submitting applications is October 23, 2023.

Due to Artadia’s small staff, applications will not be acknowledged. No phone calls, please.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that someone is unlikely to meet 100% of the qualifications for a role. If much of this job posting describes you, then please apply for this role.

Artadia is an equal opportunity employer and committed to fostering a diverse, inclusive and equitable arts community. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. We will not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.