

Position Description			
Job Title:	Development Manager	Department:	Administrative
Location:	1702 Sherman Ave. Evanston, IL	Travel Required:	Minimal
Salary/Hourly Range:	\$20-25 per hour based on experience	Employment Status:	Part-time hourly employee
Date Position Available:	September 1, 2016	Hours:	20 per week, flexible schedule
Date posted:	June 1, 2016	Posting Expires:	July 15, 2016
External posting URL:			
Applications Accepted By:			
E-MAIL: jrook@itachicago.org Subject Line: Development Manager Position		MAIL: Jenni Rook Executive Director Institute for Therapy through the Arts 1702 Sherman Ave., Evanston, IL 60201	
Job Description			
<p>JOB SUMMARY</p> <p>The Development Manager works closely with the Executive Director and Board of Directors Development Committee to implement and provide feedback on a strategic development plan to cultivate ITA’s Annual Giving Programs including grants, corporate donors and individual giving. This will include developing annual fundraising campaigns (mail and digital), personal calls and visits to donors, coordination of fundraising events, meetings, programs and other elements designed to enhance positive relations with donors.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Development Manager will oversee all fundraising activities of the organization, and will be expected to carry out the following duties:</p> <ul style="list-style-type: none"> • Provide strategic direction of all campaigns and activities related to annual fundraising strategy. • Work closely with the Executive Director to establish long-term fundraising goals and objectives for each contribution category. • Research and analyze individual donors and prospects in order to develop strategies for gift growth or acquisition. • Serve as the primary contact for individual donors, foundations and corporate sponsors. • Develop clear lines of communication with staff, volunteers and board members. • Structure and oversee a timely and relevant gift acknowledgement program. • Ensure donor retention and coordinate donor engagement opportunities. • Research and apply for relevant grants. • Secure contributions, meeting or exceeding annual goals set by the Development Committee of the Board of Directors in the annual fundraising strategy. • Advise on capital campaign strategy and manage execution, setting communication and funding goals. • Track all charitable gifts and create reports upon the request of funders, the Executive Director and the Board of Directors. 			

- Create marketing materials and plan events to generate funding.
- Assume other tasks and responsibilities as assigned by the Executive Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree required.
- Minimum of 2 years nonprofit experience in a direct fundraising and/or development role.

COMPETENCIES AND PREFERRED SKILLS

- Ability and confidence to interact with varied constituencies including Board Members and Volunteers.
- Exceptional writing skills specifically in preparing successful grant applications and communicating with donors.
- Strong leadership skills.
- Energetic, team-oriented, and results-oriented personality.
- Exceptional organization and communication skills.
- Creative and flexible.
- Strong knowledge of Microsoft Office software, specifically Word, Excel, and PowerPoint, and high level of comfort with CRM (constituent relationship management) databases, such as Salesforce.com.
- Marketing capabilities especially in social media.
- Interest and or experience in Creative Arts and/or Creative Arts Therapy.

ADDITIONAL NOTES

This is an opportunity to join and help grow a nationally recognized organization that has distinguished itself in the use of integrated arts approaches to help children, adults and families to improve functioning related to psychological, developmental, physical or cognitive factors. Founded in 1975 and established as an independent nonprofit organization in 2015, the **Institute for Therapy through the Arts (ITA)** is one of the few comprehensive community-based arts therapy programs in the United States to offer four creative arts treatment modalities – **Music Therapy, Drama Therapy, Art Therapy, and Dance/Movement Therapy.**

Created By:	Jenni Rook	Date:	May 31, 2016
Approved By:		Date:	
Last Updated By:		Date:	