
Institute for Therapy through the Arts

Development Manager



Position Summary

Posted: October 2021

Start Date: ASAP

Salary: \$60,000-\$70,000 DOE

Location: Evanston, IL/Remote

Overview

Institute for Therapy through the Arts (ITA) believes that each person is unique and brings their individual experiences, strengths and challenges to the therapy process. ITA's approach is customized to accommodate each unique individual served through art, dance, movement, drama and music therapies. ITA's therapeutic team provides creative solutions to life's challenges whether they be emotional, physical or neurological. People of all ages benefit from these therapies, including those with developmental challenges, autism, mental illness, emotional distress, neurological disorders and histories of trauma. The ITA mission guides its daily work: *To empower individuals, families and communities to grow and heal through the creative arts therapies by inspiring change and wellness, strengthening health in community organizations, cultivating achievement in school settings and forging leadership in the Creative Arts Therapy fields.*

ITA seeks a highly-organized Development Manager to design and implement a detailed development plan identify, cultivate and solicit individuals, corporations and foundations. This driven self-starter will be charged with developing annual fundraising campaigns (print and digital), coordinating and planning fundraising and stewardship events, and ensuring a mission-centric culture of philanthropy is adopted throughout the organization. The Development Manager will report directly to the Executive Director and will work closely with and support the Director of Philanthropy. The ideal candidate will have a minimum of three years of experience in fundraising and development.

Key Responsibilities:

- Collaborate with the Director of Philanthropy to create an annual fundraising plan focused on growth and sustainability to support ITA's strategic priorities
- Provide strategic direction on campaigns and activities related to the annual fundraising plan
- Maintain a small portfolio of individual donors
- Develop, implement and oversee a robust volunteer program for ITA
- Formalize and manage a timely gift acknowledgement program
- Coordinate donor engagement and retention opportunities in partnership with the Director of Philanthropy
- Partner closely with the development committee to further the achievement of fundraising goals
- Work closely with the grant writer to provide information and reports for foundations and corporate sponsors
- Create and implement a plan to formally steward corporate sponsors and foundations
- Oversee and collaborate on the creation of marketing materials to enhance and expand the ITA brand and mission including an annual appeal and impact report
- Manage communication with donors on behalf of the Director of Philanthropy and Executive Director as requested
- Raise the visibility and public awareness of the organization through engagement and community outreach opportunities

Qualifications & Skills:

- Bachelor's degree required
- 3+ years fundraising/development experience
- Strong knowledge of social media
- Experience and comfort working with high-level donors and philanthropists
- Passion for the ITA mission and the ability to promote and communicate mission impact to stakeholders
- Interest or experience in Creative Arts and/or Creative Arts Therapy
- Exceptional written and verbal communication skills
- Energetic and personable with a results-driven personality
- Skilled relationship developer with volunteers, prospects and donors
- Goal oriented and data driven with strong follow through
- Comfort working both independently and as part of a team
- Proficiency working with business technology, including the Microsoft Office Suite and donor database systems, Salesforce experience a plus
- Flexibility and willingness to work remotely or on-site, with occasional nights and weekends for special events or programs
- Committed to working in a diverse and inclusive environment where each member is valued for their unique talents, personalities, and contributions

To apply, please submit a resume & cover letter to **Jamie Perry, Evolve Giving Group:** jamieperry@evolvegg.com

ITA is an equal opportunity employer. Candidates with a commitment to Equity in Philanthropy are encouraged to apply.