



Empowering youth to thrive on life's stage.

### **Children's Performing Arts Development Manager Position**

Children's Performing Arts' mission is to provide a platform to explore the world of artistic expression for children and their community. We do this by providing quality educational, theatrical experiences, which enhance children's self-confidence, personal growth, group collaboration and leadership skills, while building community partnerships.

Children's Performing Arts (CPA) has experienced continued growth in programming and contributed income. Increased staffing to support new programming has been the organizations priority with fundraising and development work done primarily by key volunteer board members.

CPA understands that to continue to grow contributed revenues it is important that staff time is dedicated to ensuring donors are thanked, cultivated, and supported. Additionally, time and efforts to gain new donors is needed. Children's Performing Arts has more than 160 donors that need attention so the strategic step to hire a Development Manager in 2019 is critical to revenue growth. CPA also recently moved into the Hanifl Performing Arts Center in White Bear Lake, a recently completed brand new performing arts center.

This newly created position joining the team at Children's Performing Arts will primarily be responsible for creating, administering, and implementing the organization's long-term development plan. This entails developing and implementing a growth strategy for the future, organizing outreach efforts, and managing relationships with the organizations new and existing donors. The role often necessitates working closely with other departments in the organization and the board of directors. You will also work with marketing staff to develop communication and engagement strategies.

If you love building relationships and communicating with existing and prospective donors; completing and submitting grant applications; planning events; and consulting with both volunteers and Executive Director this position is for you. In this role you will ensure that the development plan is carried out and adequate funds are raised to support the organization's mission.

#### **Primary Roles & Responsibilities**

- Plan, direct, or coordinate fund-raising activities to ask for gifts from individual donors, funders and businesses.
- Main function includes growing relationships with existing donors and creating relationships with new ones.



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- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc. to be approved by the board.
- Provide monthly reports to the ED and the board which measure progress towards achieving the plan's goals.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types; develop strategies for solicitation; and solicit or coordinate the solicitation by other staff, board or volunteers, as appropriate.
- Create and update collateral materials to support gift cultivation.
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Ensure that the donor database information is current and accurate including acknowledgement of all gifts and donations.
- Coordinate grant writing and grant management with Development & Communication Coordinator.

## **Events**

- Promote events to the business community as a way to support CPA and provide support to those groups that want to host an event.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for house parties and events as needed.
- Lead CPA's annual fundraiser /gala which is the second weekend in November each year, and this position plays a leadership role in implementation and must be available to be at event.

## **Qualifications**

- B.A./B.S. preferred, or equivalent experience, with an emphasis or concentration in sales, marketing, public relations or related field.
- Two – five years professional development, sales, customer facing or fund-raising experience.
- Experience and contacts in the White Bear Lake or North Metro are a plus.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).



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- Desire to work as part of a team and willingness to promote the mission of Children's Performing Arts.
- Ability to work with minimal supervision – self-motivated & confident.
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds, with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaker and able to express ideas verbally and in writing.

This is a part-time position that may grow into full-time as budgets grow. Benefits include 10 paid holidays, paid time off, flexible scheduling, and two complimentary tickets to all CPA productions. Ability to work evenings and weekends will be needed. Potential start date is March 18, 2019. CPA works with children and requires all staff and volunteers to complete a background check.

To apply for this position please send a cover letter and resume to Kathy Blegen-Huntley, Upward Spiral Consulting at [kathy@upwardspiralconsulting.com](mailto:kathy@upwardspiralconsulting.com). Kathy has been hired by CPA to assist with filling this critical position.