

Job Title: Development Manager
Location: onsite in Davis, California
Organization: Pence Gallery

About Us:

The Pence Gallery is a nonprofit art organization dedicated to building community through the arts. We believe in the transformative power of art and strive to foster creativity through diverse programs, exhibits by local and regional artists, and educational opportunities to deepen our artist network.

Job Summary:

The Development Manager guides the Pence's fundraising and development initiatives to meet the Gallery's annual and long-range financial goals. This role involves managing donor relations, assisting with organizing fundraising events, and building our member base. The ideal candidate will be passionate about the arts, and skilled in communication and organization.

Key Responsibilities:

- **Donor Relations:**
 - Assist in the cultivation, stewardship, and solicitation of individual, corporate, and foundation donors to meet annual and long-term budgetary goals.
 - Maintain and update donor records in Neon, ensuring accurate tracking of donations, acknowledgement, and communications.
 - Work with the Pence Development Committee (PDC) to investigate available options for Planned Giving for donors.
 - Increase participation in our annual Membership program (420 households) by renewing current donors and soliciting potential supporters.
- **Fundraising Events:**
 - Support the planning and execution of fundraising events, including Big Day of Giving, Art Auction, Garden Tour, and Annual Giving Campaign, in conjunction with staff and volunteers, to meet financial goals of raising approximately \$250K annually.
 - Collaborate with the PDC to plan an annual Member Appreciation event.
- **Communications:**
 - Collaborate with the marketing team to create appealing materials for fundraising campaigns, Membership newsletters, and social media outreach.
 - Draft correspondence and reports for donors and stakeholders.

Qualifications:

- Bachelor's degree in Nonprofit Management, Arts Administration, Business, Communications, or related field.
- 5 years of proven experience in fundraising or development for nonprofit organizations is preferred.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects.
- Excellent written and verbal communication skills, including the ability to write letters, newsletter articles, and grant reports.
- Ability to work with diverse audiences, including the Board, donors, staff, volunteers, foundations, and grantors.
- Proficiency in Microsoft Office Suite and familiarity with donor management software.
- Experience in reviewing financial documents, and in creating spreadsheets and budgets.
- Knowledge of fundraising principles, including ethics, reporting, and legal issues.
- Interest in contemporary art or familiarity with the local art community is preferred.

Salary and Benefits:

- Position Type: Part-time, 24 hours/week (Monday-Friday), some occasional night or weekend hours. Hourly wage of \$25-27/hour (annually \$31,200-33,696) based on experience
- 40 hours annually of sick time
- Employer retirement contribution of up to 3% matching funds after 6 months

How to Apply:

Interested candidates should submit a resume and cover letter to Penceartdirector@gmail.com as soon as possible. The position is open until filled; the desired start date is February 2025.

The Pence Gallery is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.