

Development Manager**Employment Status: Full-Time, Exempt****Reports To:** Executive Director**Works Closely With:** Director of Strategy & Operations, Programs Director, Board of Directors, Capital Campaign Committee, Development Consultant**Anticipated Work Schedule:** On-site Monday through Friday, 8:00 a.m. to 5:00 p.m., generally 40+ hours per week. Additional hours, as needed to meet higher demand, may be required, including weekend and evening events.**Required Travel:** If travel is necessary, it will be primarily local travel during the business day. Some out-of-the-area and overnight travel may be expected.**About Arte Américas**

Arte Américas' mission is to celebrate, nurture, and preserve Latinx arts and cultures. As the Central Valley's largest Latinx cultural arts center, Arte Américas provides exhibitions, educational programs, family-centered experiences, and cultural events that reflect the diverse artistic traditions of the Américas.

Arte serves the Central Valley's diverse, multigenerational Latinx communities, including families, educators, students, artists, and creative professionals. Public education is a cornerstone of our work, providing opportunities for our community to learn from and experience the rich and evolving cultural traditions of Latinx communities.

Arte Américas is widely respected for its innovative programming and strong community partnerships. The organization is financially solvent and entering an exciting period of growth, with an opportunity to strengthen long-term financial sustainability and expand philanthropic support for future organizational and capital needs.

Position Summary

Arte Américas seeks a relationship-driven Development Manager to lead the organization's individual giving and membership programs while supporting the development and implementation of a transformational capital campaign.

The Development Manager will cultivate meaningful relationships with donors, members, sponsors, and community supporters; strengthen annual giving; grow and retain membership; steward major gifts; and help build a culture of philanthropy throughout the organization.

Working closely with the Executive Director, Director of Strategy & Operations, Programs Director, Board of Directors, Capital Campaign Committee, Development Consultant, and staff, the Development Manager will develop and implement fundraising strategies that increase unrestricted revenue, deepen donor and member engagement, and advance Arte Américas' strategic priorities.

Essential Functions, Duties, and Responsibilities

Individual Giving and Donor Stewardship

- Develop and implement an annual individual giving strategy aligned with organizational priorities and revenue goals.
- Build and manage relationships with annual, major, and prospective donors through research, cultivation, solicitation, and stewardship.
- Coordinate annual appeals, Giving Tuesday, year-end fundraising, and other individual giving campaigns.
- Develop personalized cultivation and stewardship strategies that strengthen donor engagement and encourage increased giving over time.
- Ensure timely processing, acknowledgment, recognition, and stewardship of gifts, pledges, and other contributions.
- Organize donor cultivation and appreciation opportunities connected to exhibitions, programs, and special events.
- Work with the Executive Director, Board members, Development Consultant, and volunteers to identify prospective donors and support cultivation and solicitation efforts.

Membership & Marketing

- Develop and implement strategies to increase membership acquisition, renewal, retention, and engagement.
- Identify opportunities to engage visitors, program participants, volunteers, and community supporters as members and donors.
- Develop clear and compelling fundraising and membership communications through email, print, digital platforms, and social media in coordination with organizational communications.
- Create donor stories, impact communications, appeals, presentations, and other materials that demonstrate the impact of philanthropic support.
- Track membership and donor engagement data to evaluate results and inform future strategies.
- Develop a coordinated communication strategy for current, past, and prospective donors and members.

Capital Campaign

- Support the planning and implementation of Arte Américas' multiyear capital campaign.
- Coordinate donor research, prospect identification, qualification, cultivation, and prospect management.

- Prepare campaign materials, gift proposals, presentations, donor briefings, and stewardship reports.
- Maintain accurate records of campaign prospects, gifts, pledges, cultivation activities, and solicitations.
- Coordinate campaign meetings, donor visits, cultivation opportunities, and follow-up.
- Support the Executive Director, Board of Directors, Capital Campaign Committee, Development Consultant, and campaign volunteers in donor cultivation, solicitation, and stewardship.

Development Operations

- Maintain accurate donor, prospect, campaign, membership, and gift records within the organization's CRM and related systems.
- Receive, acknowledge, process, and track donor contributions, pledges, grants, in-kind donations, and other philanthropic support.
- Maintain the development and grants calendars and coordinate reporting requirements and deadlines with the Executive Director and program staff.
- Generate fundraising, membership, and campaign reports to track progress toward goals and support leadership and Board decision-making.
- Assist with donor recognition, fundraising events, cultivation receptions, gala sponsorships, and member engagement activities.
- Develop and maintain systems and procedures that strengthen development and membership operations.
- Maintain confidentiality and exercise sound judgment when handling donor, financial, and organizational information.

Organizational Development and Collaboration

- Collaborate with leadership and program staff to identify funding opportunities that support strategic priorities, programs, capital needs, and institutional growth.
- Establish annual fundraising and membership goals aligned with organizational priorities.
- Participate in strategic and cross-departmental planning.
- Use fundraising trends, membership data, donor feedback, and philanthropic research to inform development strategies and organizational decision-making.
- Prepare fundraising, membership, and capital campaign reports and materials for the Executive Director and Board of Directors.
- Collaborate with Programs and other staff to create meaningful opportunities for donors and members to engage with Arte Américas' mission, artists, exhibitions, and programs.
- Cultivate positive relationships with donors, sponsors, vendors, Advisory Council members, Board members, volunteers, and community partners.

Qualifications

The ideal candidate will be an organized, collaborative, relationship-oriented fundraising professional who is passionate about Arte Américas' mission and the role of arts and culture in strengthening communities.

Bachelor's degree or equivalent combination of education and relevant professional experience.

Three to five years of experience in fundraising, nonprofit development, individual giving, membership, or a related field. Experience with community-based nonprofit organizations is highly valued.

Demonstrated experience cultivating individual donors and developing meaningful relationships with supporters.

Experience with donor stewardship, annual giving campaigns, membership programs, fundraising events, or related development activities.

Demonstrated fundraising and grant writing experience.

Strong written and verbal communication skills, including the ability to develop compelling fundraising appeals, donor communications, presentations, and other materials.

Strong organizational and project management skills with exceptional attention to detail.

Experience using donor databases, CRM systems, and membership databases and maintaining accurate records.

Ability to manage multiple time-sensitive projects and priorities simultaneously.

Ability to work independently while collaborating effectively with staff, Board members, volunteers, donors, artists, community partners, and other stakeholders.

Ability to exercise sound judgment and maintain confidentiality.

Commitment to Arte Américas' mission, vision, and the communities it serves.

Ability to work occasional evenings and weekends for donor, member, fundraising, and organizational events.

Bilingual oral and written communication skills in English and Spanish are preferred.

Other Duties

This job description is not designed to be a comprehensive listing of all duties and responsibilities required of the employee. Duties and responsibilities may change at any time based on the needs and priorities of Arte Américas.

Compensation and Benefits

The anticipated salary range is **\$70,304 to \$80,000 annually**, negotiable based on the strength of the candidate's experience and qualifications.

Arte Américas offers competitive benefits, including 10 paid holidays, 10 days of vacation, 40 hours of sick time per year, and other benefits.

ADA and FEHA

Arte Américas will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

Equal Employment Opportunity

Arte Américas is an equal opportunity employer. All aspects of employment, including decisions to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply

Please send a resume and cover letter to jobs@arteamericas.org with the subject line **"Development Manager."**