

Advancement Manager

Position Overview:

The Advancement Manager is responsible for achieving annual membership goals, managing oversight of donor-related records, and providing organizational support for fundraising events. The Advancement Manager works with other members of the Advancement Team, and in collaboration with the Finance, Marketing, and Box Office Teams, with a particular focus on membership acquisition, retention, and stewardship; donor data analysis and reporting; maintaining procedures and training others on donation entry in Salesforce/Patron Manager, list management, and the tracking of donor-related data; management of scheduled member/donor/prospect solicitations; and organizational support of fundraising and cultivation events, including the annual Gala and Bravo Circle gatherings. The Advancement Manager supports the equity-focused work of the Mahaiwe by helping to ensure that equity is built into advancement programs, prospect and cultivation activities, and donor stewardship.

Schedule: Full-time, exempt position

Reports to: Director of Advancement

Salary range: \$48-52k/year

Primary Responsibilities:

- Develop strategies and implement best practices for reaching annual membership/annual giving goals, in coordination with the Director of Advancement.
- Create and oversee member solicitations and acknowledgments including letters and emails to new and prospective members, Bravo Circle donors, and other individual donors; and the management of a monthly giving program.
- Develop and Implement systems for tracking donor-related and prospect-related data.
- Maintain Procedures and Provide Training for donor database system in coordination with other members of the Advancement, Finance, Box Office, and Marketing Teams, including, but not limited to gift entry and the generation of mailing lists, gift reports, annual donor listings, and prospect reports.
- Donor Analytics: Produce year-to-date funding, prospect research, and other analytical reports pertaining to Advancement.
- Communications, including, but not limited to, composing donor-related letters, invitations, emails, and e-blasts.
- Execute Fundraising and Cultivation Events, including preparation of event-related communications, RSVP and seat tracking, arrangements with caterers, printers, designers, and other vendors, and coordination of logistics for Advancement events, with key and broad responsibilities for the annual Gala, including assembling and tracking materials for the Gala program.
- Maintain grant tracking system, ensuring that proposals and reports are submitted in a timely manner.
- Supervise the Advancement Assistant
- Other duties, as assigned, including occasional assistance in other departments.

Requirements:

- Highly detail-oriented and well-organized.
- Ability to manage time and meet deadlines
- Ability to coordinate multiple ongoing projects in various stages

- Experience with database programs and comfort with data management.
- Experience with website and social media content generation
- High interpersonal skills and ability to interact graciously with the public.
- Readiness to work in an environment that values and includes diverse group identities
- Excellent written and oral communication skills.
- Excellent analytical skills
- Ability to be discreet and maintain confidentiality.
- Imaginative team player able to work in a fast-paced creative environment.
- Passion for the arts and desire to pursue a career in arts management.
- Flexibility to work occasional evenings and weekends at performances and events.

Additional Desirable Experience:

- Demonstrated track record of researching grant opportunities, assembling content for and completing grant applications in a timely manner.
- Experience working with communities of color, immigrant communities, non-English speaking communities, or communities with low income.
- Ability to converse in Spanish or Portuguese
- Knowledge of Salesforce/Patron Manager database
- Knowledge of Emma or related email software
- Knowledge of WordPress or related website software
- Familiarity with the greater Berkshire region

How to Apply:

Send resume and a brief paragraph in answer to each of the following questions to HR@mahaiwe.org.

1. What about this job particularly appeals to you?
2. What makes you uniquely qualified for this job?
3. How would your coworkers describe you?