

Job Description:

Title: Advancement Manager
Reports To: Director of Business Advancement
Status: Exempt; At-Will Employee, Full Time

To Apply:

Send cover letter & resume to Lindsay Shettlesworth, HR Director, lindsay@KeshetArts.org
Applications will be accepted until position is filled.

Position Overview:

The Advancement Manager will advance Keshet's mission and support Keshet's programming by managing Keshet's Individual and Corporate fundraising programs, developing new resources, cultivating supportive financial and programmatic relationships, and ensuring effective use of fundraising data.

Responsibilities include:

- Support the creation and implementation of fundraising plans, systems, and data tracking, working closely with the Director of Business Advancement
- Create and maintain communications with donors, potential donors, community partners, and funders
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Solicit donations from individuals and corporations
- Implement donor stewardship opportunities, including acknowledgement letters, cards, and other innovative donor stewardship methods
- Develop and maintain donor data management and correspondence
- Collaborate with staff on the management and planning of fundraising and cultivation events

Qualifications:

- Bachelor's Degree in Business Administration, Communications or related field and/or 2-3 years of fundraising experience
- Excellent interpersonal and group communication skills
- Positive and professional demeanor
- Strong written and verbal communication skills
- Excellent organizational abilities
- Ability to manage multiple schedules and activities simultaneously
- Ability to thrive and maintain goals and deadlines in a dynamic, fluid, team environment
- Working knowledge of information system, database management, computers, and word processing