Position Posting

Position Title: Development Manager
Status: Exempt, full-time
Reports to: Vice President of Development
Posting date: August 6 – August 30
Interviews to Begin: ASAP – rolling basis as applications are submitted
Anticipated Start Date: ASAP – this is an immediate opening

Organization Overview:

Jazz Arts Group (JAG) of Columbus is America’s premier not-for-profit arts organization dedicated to producing, performing and promoting jazz music. The organization’s mission is to advance and celebrate the art of jazz through performance and education. JAG performances include Jazz at the Southern with the Columbus Jazz Orchestra (led by Byron Stripling), Jazz at the Lincoln (featuring rising stars, local legends and national acts), summer concerts at the Hinson Amphitheatre (New Albany, Ohio) and a robust schedule of educational and community performances that provide educational and performance opportunities to thousands of participants of all ages.

About the Role:

The Development Manager will collaborate with the VP of Development in support of the planning and execution of a comprehensive fundraising and stewardship program that supports JAG’s annual fundraising goal of $1.5 million. The position offers a creative self-starter the unique opportunity to join JAG under new leadership, new priorities and a rebuilding of our efforts to cultivate, solicit and steward our individual, corporate and government benefactors.

Essential Duties (In Collaboration with the VP of Development):

Gift Processing/Acknowledgement: Manages the day-to-day development operations, including gift administration and processing; acknowledgment letters and reporting using Tessitura, a shared CRM with other arts organizations and the Columbus Association for the Performing Arts (CAPA).

Special Events: Plan and execute (in close partnership with VP of Development and JAG team) JAG’s signature gala event, One Night Only, and a mix of other “insider” special events that provide our supporters the opportunity to engage in dialogue with JAG’s administrative and artistic leadership.

Grant Management: Serve as project manager who oversees an annual calendar of grant opportunities and deadlines. Research new grant funding opportunities. Leads intake meetings with JAG staff on the front end of a grant application and ensures materials are submitted by deadlines. Curate and compose narratives for grant applications. Oversees final grant reports that are due at the completion of a grant’s timeframe.

Stewardship/Storytelling: Write and produce (in partnership with Director of Marketing) development collaterals including solicitation and stewardship materials. Explore creative and new methods of communication with JAG’s most generous supporters by crafting personalized stewardship and communications plans. Create an ongoing annual stewardship program to ensure all donors to JAG receive information about the impact of their philanthropic gifts.
Qualifications:
The ideal candidate must be able to demonstrate they have:

- 2+ years of experience in a non-profit and/or performing arts organization
- Understanding of philanthropic trends and mechanisms available for individuals, corporations and foundations to provide philanthropic resources
- Experience with online giving, digital fundraising and social media channels
- Experience with gift processing and reporting within a Customer Relationship Management (CRM) system
- Event planning experience – namely large-scale donor events (galas, etc.) as well as boutique events for donors and prospects
- Passion for music and the arts and the ability to convey that appreciation in an engaging and conversational manner
- Exemplary written and verbal communication skills with the ability to communicate appropriately and effectively with both external and internal community members
- Enthusiastic and Creative problem-solving abilities
- Demonstrated organizational and project management skills

Required Characteristics

- Creativity: Uses unique approaches and inventiveness. Seeks new alternatives and ideas.
- Justice Minded: Seeks equitable outcomes and has a strong sense of fairness and ethics.
- Teamwork: Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints and adapt to changing priorities.
- Initiative: Interest in role development and willingness to increase job knowledge
- Work Habits: Demonstrates dedication, cooperation, adaptability and flexibility with changes in jobs and duties. Ability to work in a fast-paced environment and solve problems while communicating confidence to various constituents (donors, patrons, board members, etc.).
- Passion for the Arts: Desire to serve a common goal of creating and producing performing arts, a highly collaborative, deadline-driven, and complex endeavor.
- Commitment to the Donor Experience: Customer service orientation of the highest caliber – commitment to the patron/donor experience.

To Apply

This position is full-time with some opportunity for flex work (location and schedule). The ability to work some evenings and weekends is necessary. Benefits include paid vacation, sick time, and holidays, participation on JAG’s health, dental, vision, and life insurance plans, complimentary tickets to Jazz Arts Group performances, and more.

_Salary is commensurate with experience and the non-profit arts industry. Salary Range will be shared with those candidates who advance past the first interview._

To be considered for the Development Manager position, please send a resume and letter of interest to kjohnson@jazzartsgroup.org. This is an immediate opening and qualified and interested candidates are encouraged to apply asap. Application review and interviews will begin immediately. Please no phone calls.

_Jazz Arts Group is an equal opportunity employer. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status._

_Last updated: August 6, 2024_