

## **ARTneo**

### **Development Director**

#### **Background**

ARTneo, a 501(c)3 organization, was founded as Cleveland Artists Foundation in 1984 by Cleveland-based artists, patrons, and collectors, and has become the premier center for the art of Northeast Ohio—owing both to its significant collecting initiative, and to its commitment to creative exhibitions. Central to ARTneo's commitment to embracing the range of artistic excellence in this region is its priority of conceiving exhibitions, educational programming, and original scholarly publications.

Initially, the mission focused primarily on a group of artists known as the "Cleveland School" who were active from 1900-1950. Over the past several years, ARTneo has broadened its historical scope to integrate the contributions of artists who were active before and since the "Cleveland School." In particular, ARTneo now devotes attention to the achievements of the most significant artists in Northeast Ohio whose period of productivity has encompassed all or part of the past 50 years. By broadening its earlier mission in this manner, ARTneo has created a forum that encourages a more comprehensive discussion of artistic traditions and innovations in Northeast Ohio, both as they define the region and as they relate to current national and international artistic concerns.

ARTneo: The Museum of Northeast Ohio Art's mission is to serve our community with the most significant visual art of our region that all people may benefit from its creative expression. Through its collection, exhibitions, publications, educational programs, research, and documentation ARTneo interprets its artistic heritage to a contemporary audience.

#### **Position Summary**

ARTneo seeks a part-time Development Director, responsible for all vital revenue streams. Diverse sources of revenue ensure ARTneo to achieve its mission and maximize its impact in the community. The Development Director plans and organizes fundraising activities, in addition to managing individual, institutional and board related fundraising. The Development Director reports to the Board Chair.

This role involves organizing fundraising initiatives, working with board members, managing the annual fund, membership, and building relationships with donors, staff and volunteers.

Our ideal candidate will have a bachelor's degree and demonstrated fund development experience, preferably in the arts. They should also be familiar with nonprofit software, donor databases and other fundraising technology to use in their daily job duties.

#### **Responsibilities**

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Communicate with donors on multiple platforms in a timely fashion
- Identify and cultivate prospective donors
- With the board and staff, develop and execute an annual fundraising plan that meets annual and sustainability goals

- Report on progress to the board
- Oversee the development budget and monitor expenses
- With the board and staff, plan and evaluate fundraising campaigns and activities

### **Qualifications**

- Demonstrated experience in nonprofit fundraising
- Bachelor's degree required, masters preferred
- Grant writing experience
- Superb written and oral communication skills
- Excellent time management skills and ability to multi-task, prioritize, and manage competing demands
- Excellent interpersonal and networking skills and a collaborative working style
- Proficiency with Microsoft Office Suite (Word, Excel, Power Point)
- Experience with Donor Snap or other CRM software
- Commitment to the mission of ARTneo

### **How to Apply**

Applications will be accepted through October 15 and early submissions are encouraged. Please send application materials (resume, cover letter, references and salary requirements) to [jwasko@artneo.org](mailto:jwasko@artneo.org).