



Development Manager

Children's Performing Arts (CPA) is looking for a confident and outgoing individual to become part of our amazing team.

This position will primarily be responsible for organizing, implementing, and maintaining CPA's development plan. You will work with other staff and Board members to develop communication and engagement strategies. The role often necessitates working closely with the Board of Directors as well as with our partner organizations.

This is a mostly remote position that will require occasional office time as well as outside meetings, performances and events.

Responsibilities include, but are not limited to:

- Help plan, direct, and coordinate development activities to secure gifts from individual donors, foundations, and businesses
- Grow and maintain relationships with existing donors/sponsors and create relationships with new prospects.
- Identify and pursue new sources of corporate and foundation funding.
- Promote events to the business community as a way to support CPA and provide support to those groups that want to host/sponsor an event/production
- CPA's has two annual fundraising events a year - a large scale gala in the fall and a smaller week long campaign in the spring; this position plays an active role in planning and supporting these events and any other fundraising efforts
- Work with marketing to help create and update development collateral materials to support gift cultivation.
- Ensure that the donor database information is current and accurate including timely acknowledgment of all gifts and donations
- Develop and help coordinate direct donor mailings, appeal letters, and other donor mailings (paper and electronic)
- Draft and submit annual and other reports, including narratives and financials, for the Board of Directors
- Help develop and implement a comprehensive written annual resource development plan.
- Identify and prioritize grant opportunities that will support network growth and expansion
- Work with the grant team (Executive Director, members of the Board of Directors, Development Manager, Education team) to strategize, research, communicate, and assist with grant applications

Qualifications

- B.A./B.S. preferred, or equivalent experience, with an emphasis or concentration in sales, marketing, public relations or related field

- Two-five years professional development preferred in sales, customer facing or fund-raising experience
- Interest in youth development
- Interest in theater
- Experience in the nonprofit world a plus
- Experience and contacts in White Bear Lake or North Metro are a plus
- Experience with Neon database system a plus
- Desire to work as part of a team and willingness to promote the mission of Children's Performing Arts
- Ability to be outgoing and willing to talk to donors without hesitation
- Ability to work with minimal supervision – self-motivated and confident
- Ability to handle multiple projects simultaneously
- Ability to work well with people from all backgrounds, with varying degrees of experience
- Ability to inspire, train, motivate, and challenge
- Ability to work evening and weekends, as needed

This is a full-time, mostly remote position. Starting benefits include 10 paid holidays, paid time off, flexible schedules. After 3 years, unlimited PTO will be available.

Salary range - \$40,000 - \$60,000, depending on level of development experience.

Please send resume, cover letter, and three references to Kerri Lesch, Executive Director, at kerril@childrensperformingartsmn.org.

Children's Performing Arts is deeply committed to social, racial, gender, and economic justice. We strongly encourage people of color, Indigenous folks, LGBTQIA+ individuals, and those who are unemployed to apply.

Learn more about CPA at www.childrensperformingartsmn.org.

Children's Performing Arts reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.