



OFFICESMinneapolis; New York City;
Washington, D.C.250 Third Avenue North
Suite 400
Minneapolis, MN 55401

612.333.9012

ARTSPACE.ORG

Organizational Overview

Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organization. We have worked with more than 300 communities to plan for and in some cases implement place-based strategies that integrate the arts with complementary public agendas, including economic and community development, historic and cultural preservation, transit-oriented development, and social justice. From these experiences, we have developed a sustainable, equitable model of arts-driven change that has helped inform and influence the growing international movement of creative placemaking. Artspace currently has a portfolio of 50+ projects providing affordable housing to over 2,000 artists and their families, and affordable space for more than 650 artist studios, small businesses, and creative enterprises across the country. Our Minneapolis headquarters and our annual budget is in the \$20 million range.

Job description

Title: Director National Advancement

Reports To: Senior Vice President, National Advancement

Classification: Full-time, Exempt

SUMMARY: The Director of National Advancement plays a critical role in the growth of Artspace. This person is responsible for working in partnership with the SVP and team for cultivation, fundraising, stewardship, and grants management. The position is responsible for achieving revenue goals for both General Operating and Project-Related fundraising. Serving as a key partner on the National Advancement team, the Director works to create and oversee multi-year campaign initiatives that generate the necessary revenue to move the organization forward in its impact and sustainability. In addition, the Director works with the SVP to create long-term strategies to expand Artspace's donor base with particular focus on prospecting new partnerships with foundations and corporations for increased giving. Finally, the Director works to promote collaboration across departments to ensure a deep understanding of the funding needs and to create greater impact in our work across the country.

RESPONSIBILITIES INCLUDE, but are not limited to:

Fundraising and Stewardship (70%)

- Support the development functions of the organization by being responsible for fundraising activities including Annual Fund goals, Artspace Capital Campaign goal, and capital campaign goals for individual projects via prospecting and writing foundation grants, overseeing grant reporting, stewardship of foundation relationships, and oversight of grant requirements.
- Work with the SVP to implement budget goal setting and planning, and monitor progress towards goals for annual, capital, and project-related funds, balancing long-term and short-term financial goals of the organization.
- Work with the SVP, National Advancement team, and Communications team to establish and

execute strategic comprehensive development and marketing plans that will support the operating and capital needs of Artspace.

- Analyze and strategize appropriate models for prospecting new donor relations responsive to new programming across the organization, and work with the National Advancement Manager to ensure database is up-to-date with all funder information.
- Serve as a principal fundraiser for 2-3 Project-Related campaigns in the Artspace pipeline and personally identify, cultivate, solicit and steward donors and prospects in accordance with performance goals.
- Act as liaison with all departments to facilitate the effective fundraising of key initiatives.
- Maintain and establish best practices and professional standards in alignment with Artspace's policies and procedures.

Prospecting (30%)

- Serve as a leader in partnering with the SVP to prospect new foundation and corporate resources to ensure funding for Artspace's general operating, projects, and programming, demonstrated by measurable growth on an annual basis.
- Identify fundraising priorities to support multi-year grants and funding requests.
- Develop strategies to ensure success with established multi-year fundraising plans, including campaigns, to ensure the long-term fiscal health of the organization.
- Facilitate the successful stewardship of the Artspace portfolio of donors through timely and strategic requests for support.

Qualifications or requirements

This position is a good fit for someone who:

- Has at least 3 years of direct fundraising experience and the proven ability to achieve success against revenue goals for nonprofit institutions, preferably in the arts, community development, and/or affordable housing sectors
- Has proven experience in donor prospecting, cultivation, and stewardship
- Possesses exceptional interpersonal skills and the ability to interact effectively with senior leadership, colleagues, prospects, and donors in a wide range of roles; demonstrate patience with a wide variety of personality types and build effective long-term relationships
- Is confident in their ability to secure major grants and gifts from individuals, corporations, foundations and other private and public funding sources
- Is capable of planning and implementing complex, multi-year, development initiatives / campaigns
- Exercises good judgment; demonstrating an understanding of ethics related to development activities; and uses discretion in interactions with donors, prospects, volunteers and staff
- Demonstrates exceptional verbal and written communication skills and the ability to present effectively to small and large groups
- Possesses computer literacy and experience with Microsoft Office, fundraising and marketing technology and integrated database systems
- Displays initiative, diligence, and follow through, enjoying their work as a team player, while balancing work independently and as a self-starter, in a collaborative environment
- Effectively manages multiple, complex projects while meeting multiple deadlines
- Fosters a cooperative work environment
- Models integrity, openness, and trust

- Displays strong leadership in a fast-paced, collaborative environment
- Is passionate about and committed to the arts, equitable community development, affordable housing and their advancement
- Exudes a positive attitude

Salary is commensurate with experience. Artspace also offers a positive work environment, excellent benefits and a mission you can stand behind.

Black people, Indigenous people, people of color, and LGBTQ people are especially encouraged to apply.

How to apply

To apply, please email resume and cover letter to Kathleen.kvern@artspace.org. The deadline for applications is November 6, 2020.

Artspace is proud to be an Affirmative Action / Equal Employment Opportunity / Veteran / Disability employer.