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[ARTSPACE.ORG](http://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. The Cowles Center was developed and is owned and operated by Artspace. Located in the theater district of downtown Minneapolis, the Cowles consists of two historic buildings, The Goodale Theater (formerly Shubert), Hennepin Center, and the newly constructed U.S. Bank Atrium, which houses the Target Education Studio. As an organization, the Cowles is a dynamic performing arts hub that provides performances, community engagement, and education.

## Job description

**Title:** Individual Gift Manager, Cowles

**Reports To:** Senior Vice President, National Advancement

**Classification:** Full-time, Exempt

**Position Summary:** The Cowles Center for Dance & the Performing Arts is a program of Artspace and benefits from the Artspace National Advancement Department that raises \$1M per year for The Cowles Center’s General Operating and Programming Funds. This financial support comes from a combination of local and national foundation grants, Cowles Council members, individual and corporate supporters, and event sponsorship. As a key member of the Artspace National Advancement department, the Individual Gift Manager will specifically focus on the financial stability and growth of The Cowles Center through cultivation and stewardship of individual donors. This position will develop and implement strategies to build a broader base of individual donors, lead the Annual Fund effort, and provide oversight of the donor database, grants management, and other activities to support fundraising for The Cowles Center. As a member of the National Advancement team, this position will also help to plan and execute an annual fundraising plan that results in the growth of the number of donors at The Cowles Center, deepens relationships of The Cowles Center’s existing donors, and prospects new individual donors, corporations and foundations to ensure financial stability and growth at The Cowles Center.

**RESPONSIBILITIES INCLUDE, but are not limited to:**

### **Cowles Center Annual Fund (30%)**

- Manage all aspects of The Cowles Center's Annual Fund direct solicitation campaign, as well as online solicitation campaigns, from collaborating with SVP and Cowles Directors to define goals through campaign implementation and donor stewardship.
- Take the lead to cultivate individual donors, maintain the donor database, write and assemble general solicitations, and track and follow up on stewardship of gifts.
- Partner with the marketing team, vendors, and others to execute campaigns for The Cowles Center's Annual Fund.
- Assist SVP and National Advancement team in writing and assembling grant applications and corporate sponsorship proposals for general operating support and programming specific to The Cowles Center.

### **Database Management (20%)**

- Oversee management of The Cowles Center's NEON database, including entering new prospects, award contracts, and ongoing maintenance. Investigate and resolve any system errors and problems. Identify opportunities for process improvement.
- Complete year-end analysis and special data analysis projects as needed to inform department strategy and measure performance.
- Create queries and reports from donor dataset as needed, and produce mail lists for appeal letters, newsletters, etc.

### **Prospect Research (20%)**

- Maintain and manage individual donor prospect lists.
- Create prospect research reports on prospective members, donors, and funders.

### **Event Management (30%)**

- Work with National Advancement leadership and Cowles Directors to plan and execute individual donor events, including event budgeting, working with the Communications team to develop marketing and presentation materials, and working with the Directors to coordinate and plan program components.
- Participate in events with an emphasis on networking, building relationships, and cultivating current and potential supporters.

### **Skills and Qualifications**

- 2-5 years of direct experience in individual donor fundraising and proven success in meeting financial goals through individual donor fundraising
- Strong organizational, analytical, and critical thinking skills
- Ability to work effectively with a diverse group of people
- Capacity to balance multiple competing priorities, complex situations, and tight deadlines
- Self-motivated, creative, and able to work independently and as part of a team
- Strong written and verbal communication skills
- Customer service skills, including comfort engaging with donors and talking on the phone

- Willingness to attend evening and weekend events, typically 1-2 evenings a month
- Ability to assist in event set-up and decoration if necessary, and lift 20 lbs
- Proficiency in Adobe Creative Suite a plus
- Knowledge of the dance and performing arts industry a plus

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](mailto: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.