DEVELOPMENT SPECIALIST

Fractured Atlas empowers artists, arts organizations, and other cultural sector stakeholders by eliminating practical barriers to artistic expression, so as to foster a more agile and resilient cultural ecosystem.

ORGANIZATION OVERVIEW

Founded in 1998, Fractured Atlas has grown to become the country’s largest arts service organization reaching over 250,000 artists, organizations, and industry professionals. It has a core operating budget of approximately $3 million, which is met with earned revenue of $2.2 million and contributed income of $800,000 primarily from institutional sources. As Fractured Atlas continues to evolve and expand its role in the cultural sector nationally, the Board and executive leadership seek to strengthen and diversify the base of philanthropic support for its programs. Most of the work of the organization falls under two umbrellas: direct services to artists, such as fiscal sponsorship, insurance coverage, and educational resources; and powerful technology tools that serve both artists and arts policy stakeholders. The technology projects include: Artful.ly, a cloud-based software platform for the business management of arts organizations; Spaces, an online marketplace for connecting venues with renters; and Archipelago, a cultural sector data aggregation and visualization platform for use by funders, policymakers, and researchers.

POSITION DESCRIPTION

The Development Specialist is a full-time employee of Fractured Atlas reporting to the Director of Development. The position supports activities related to fundraising from all sources for Fractured Atlas, including foundation, government, and individual. The position has primary responsibility for processing gifts to Fractured Atlas and for maintaining the highly sophisticated customized donor database. The position will also support the institutional giving program by providing grant writing and reporting as needed, and helping to steward relationships with key program officers, corporate executives, and government officials. Fractured Atlas is launching a major gifts program and the position will support such activities as researching prospects, scheduling meetings, organizing cultivation events, and acknowledging donors.

DUTIES AND RESPONSIBILITIES

- In collaboration with the Director of Development, write timely and targeted proposals, reports, acknowledgements, and other correspondence with institutional funders.
- Help to gather and track factual and anecdotal information from all program areas to use for proposals and reports.
- Manage proposals and reporting to government agencies, including the NEA, NYSCA, DCA, and handle requests to elected officials for member items.
- Working with the Controller, maintain current information on Cultural Data Project account.
- Work with the Director of Development to maintain grants calendar for foundation, corporate, and government sources, and report regularly on progress.
Participate in the cultivation and stewardship of program officers and corporate executives. Maintain donor recognition and sponsor fulfillment plan, including listings on the web site, printed material, and sponsor benefits.

Under the close supervision of the Director of Development, support the launch and implementation of the major gifts program:

- Research prospects and help maintain and refresh prospect pipeline;
- Facilitate meetings with prospects and donors for Executive Director, Director of Development, and Board members;
- Support cultivation and stewardship of donors and prospects, including events, correspondence, and other communication.

Manage the annual fund individual giving program:

- Written requests to current and past donors, and prospects (3 to 4 mail appeals annually);
- Process and acknowledge gifts;
- Ensure proper donor stewardship.

Work with Community Engagement Specialist to design and implement e-appeals.

Measure and analyze returns on appeals with an eye toward maximizing results of future mailings and e-appeals.

Prepare and process acknowledgement letters to donors of gifts of $1,000 or more.

Attend and help to staff Fractured Atlas member events held locally.

Update and enhance donor solicitation materials, and oversee production of and updates to Development Information Package materials.

Maintain electronic files for a paperless office.

Other duties as assigned.

QUALIFICATIONS / SKILLS

- Three to five years development experience.
- Exceptional verbal and interpersonal communication skills.
- Outstanding writing skills and attention to detail.
- Comfortable working in a fast-paced environment; ability to manage multiple projects and deliver an impeccable work product while adapting to frequent, rapid changes.
- Self-motivated and hyper-organized with the ability to manage responsibilities independently while working with a small, tight-knit staff.
- Strong computer and word processing ability.
- Facility and strong comfort level with fundraising databases.
- Bachelor’s or advance degree preferred.
- Ability to work both independently and in collaboration with others.
COMPENSATION
Starting salary is $48,640. Benefits include health insurance, employer-contributed 401K plan, TransitChek, tuition reimbursement, vacation, sick and personal days, and a casual but hard-working, friendly and supportive office environment. Fractured Atlas is an equal opportunity employer.

TO APPLY
To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to Tim Cynova, Deputy Director at jobs@fracturedatlas.org. Include “Development Specialist” as the email’s subject line.

1. A substantive cover letter including the following information: where you found the position listed, your interest in the position and the organization, the date you are available to start, and contact information for three professional references.
2. A résumé no longer than 2 pages outlining your educational and professional experience.
3. The following two writing samples, each no longer than (1) page, demonstrating your breadth and flexibility as a writer:
   a) A donation check to Fractured Atlas for $1,000 was lost in a stack of papers and found a month after it was received. Draft an acknowledgement letter from the Executive Director to the donor.
   b) A case statement for support for your favorite Fractured Atlas program.

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please (we mean it). Thank you!

Prospective applicants are strongly encouraged to review our website at www.fracturedatlas.org prior to submitting materials for consideration.

POSTING DATE