



## Development Manager

Position Description, January 2020

### **MISSION:**

*CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.*

*CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. We host over 300 public events each year, ranging from dance, theater and music performances to gallery openings and film screenings. For more information about CounterPulse, please visit [www.counterpulse.org](http://www.counterpulse.org).*

### **ABOUT YOU:**

*You're enthusiastic about the arts and have a vision for the change you want to see in the world. As a detail-oriented, taskmaster you can't help but build timelines and checklists. With ease you balance multiple project threads and timelines. You're a strong writer with a persuasive and succinct style. Building and maintaining relationships with all walks of people comes naturally. You're a warm host and a good salesperson too.*

*As the **Development Manager** you leverage the story of CounterPulse to the funding and philanthropic communities. You advance the development and fundraising goals through grant writing, individual donor management, and fundraising events, most notably our annual gala in May. You will also support with campaign organization for the relaunch of our capital campaign. By ensuring that CounterPulse succeeds you help make the world a more hospitable place for arts and culture.*

*The **Development Manager** reports to the Artistic & Executive Director (AED), and works closely with the Communications Director (CD).*

**Position Open Until Filled. Apply by February 15th for first round review.**

## **MAJOR RESPONSIBILITIES:**

### *DEVELOPMENT STRATEGY*

- Implement annual fundraising plan, including cultivation, solicitation and stewardship of donors and partners, in collaboration with the staff
- Strategize program models to align with requirements of secured funding
- Research and cultivate external relationships and client stewardship for strategic initiatives
- Partner with the AED to design and oversee the third and final phase of the capital campaign
- Collaborator on marketing and outreach plans to build awareness and profile of CounterPulse in the field

### *INSTITUTIONAL PARTNERSHIPS*

- Manage annual Grant Calendar and development team work plans
- Manage budget development, writing, editing and submission for grant proposals and reports to government agencies, foundations, and corporations

### *INDIVIDUAL GIVING & MEMBERSHIP*

- Oversee campaign logistics for year-end annual appeal and Fall member drive
- Support the AED in board management, including preparing reports and overseeing meeting logistics and communications

### *SPECIAL EVENTS*

- Oversee and manage all elements of CounterPulse's Annual Gala. Including dinner design and logistic, artistic program curation and production, and overall guest experience design and execution, in collaboration with Gala Committee and Board of Directors

### *GENERAL*

- Participate in curatorial committees and other artist selection
- Attend staff meetings and other events as necessary and participate in shared office duties
- Represent CounterPulse and its innovative practices to the larger community at select meetings, conferences, and events

## **QUALIFICATIONS:**

- Passion for the arts and social justice
- Three years of experience in grant writing with a strong track record of successful proposals preferred
- Extraordinary organizational ability; dedication to precision and attention to detail
- Excellent communication skills with staff, artists, and a diverse public
- Knowledge of major Bay Area funders

- Desire and ability to work collaboratively, maintaining a sense of humor and openness to unexpected situations
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details
- Proficiency with Microsoft Office, Google Suite, Salesforce, Excel

### **WORKING AT COUNTERPULSE:**

Joining the CounterPulse team means joining a group of incredibly diverse and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will participate in selecting artists and envisioning our programming. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- Full-time salary position, \$50,000 annual salary with opportunities for rapid advancement
- A typical work week includes office hours Monday-Friday between 10-6pm (work from home on Wednesdays) and evening events as scheduled
- 50% Health and Dental Benefits; pre-tax Commuter Check; Free admission to events at CounterPulse and other Bay Area theaters; 5 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking and professional development opportunities

### **TO APPLY:**

- i. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- ii. Attach your resume.
- iii. Email these items to [openings@counterpulse.org](mailto:openings@counterpulse.org) subject line: "ATTN: Julie Phelps, Artistic & Executive Director" *Incomplete applications will not be accepted.*

### **EQUAL OPPORTUNITY EMPLOYER**

CounterPulse fosters a creative and professional environment that reflects the diversity of the Bay Area. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.