**South Side Community Art Center | Position Description**

**POSITION TITLE:** Development Manager

**ORGANIZATIONAL BACKGROUND**

The South Side Community Art Center (SSCAC) was founded in 1940 by a group of Black artists and advocates as a destination for black art and to help support the careers and development of Black artists. The organization has been a primary incubator for African American artists and movements that include AfriCOBRA, Amiri Baraka, Charles White, Elizabeth Catlett, Gwendolyn Brooks, Gordon Parks, and several others. SSCAC recently celebrated its 82nd anniversary and is reasserting itself as an innovative space for emerging and established Black artists.

The South Side Community Art Center is seeking a full-time Development Manager to oversee fundraising operations of the organization.Reporting to and in partnership with the Executive Director, this position will spearhead development efforts as SSCAC continues to grow. A new position in the organization, the Development Manager will have the opportunity to build the development function.

**POSITION RESPONSIBILITIES**

* Work with the Executive Director and Board of Directors to develop SSCAC’s annual fundraising plan
* Cultivate and steward relationships with foundations, corporations, small businesses, and individuals in order to secure financial and in-kind support
* Write and/or oversee preparation of grant proposals and reports
* Maintain up-to-date grants calendar
* Secure corporate support and sponsorships for exhibitions and other programs and events
* Lead the planning and implementation of fundraising special events, including the annual gala
* Develop and maintain ongoing relationships with major donors
* Create and implement a strategy for a large sustained base of annual individual donors
* Manage all donor-related data entry and gift processing
* Support the Executive Director and Board of Directors in carrying out fundraising activities

**QUALIFICATIONS**

* Bachelors degree required (Masters degree a plus).
* At least 5 years experience in development.
* Excellent communication skills, both interpersonal and written.
* Ability to coordinate teams and work in a creative, multidisciplinary, and fast-paced environment.
* Strong personnel management skills.

COMPENSATION: The position is a full-time role and offers a competitive salary based on qualifications and experience; a casual work environment; hours in conjunction with the South Side Community Art Center’s opening and closing schedule; two weeks of paid vacation.