

**TEXTILE CENTER OF MINNESOTA**  
**Job Posting**

**Job Title:** Fund Development Manager  
**Classification:** Full Time, Exempt  
**Reports To:** Executive Director  
**Supervises:** N/A  
**Date:** May 9, 2019

**Position Scope and Purpose**

As it begins its 25<sup>th</sup> year, Textile Center is seeking a personable, creative, self-motivated Fund Development Manager to work with a talented staff and board during a time of exciting program growth and artistic advancement.

The Fund Development Manager is responsible for working with the Executive Director, Board of Directors, and Fund Development and Capital Campaign Committees for planning and coordinating all aspects of fund development for Textile Center. This position provides leadership on all fundraising initiatives including individual donor cultivation for the Annual Fund and capital campaign, major gifts, special fundraising events, planned giving, sponsorships, donor cultivation, and grants calendar.

**Specific Duties**

**Annual Fund**

- Assist with cultivation of prospective and current donors through in-person meetings, phone, and email, and to assist in directly soliciting donors.
- Cultivate and grow Textile Center's Leadership Circle (donors \$500+) through special activities and events.
- In partnership with the Executive Director, plan budget goals for annual fund/individual giving.
- Develop and implement individual giving strategies and plans which will help to achieve or exceed budgeted goals.
- Work with Communications Associate to develop materials for Annual Fund campaigns.
- Cultivate donors by leading outreach and communication efforts.
- Work with Executive Director and team on prompt donor acknowledgments.
- Assist with management of member and donor database (Salesforce).

**Grants Management**

- Oversee grants calendar related to submissions, site visits, and reports.
- Work with contract grants writer, and maintain files for financial and program materials required by funders.

**Planned Giving**

- Build and grow Textile Center's planned giving program, The Athena Society.

## **Capital Campaign**

- Work with Executive Director and Board as they explore options for facilities development, assisting with planning and making capital campaign solicitations.

## **Sponsorships**

- Plan strategy and solicit sponsorships for Textile Center programs as needed, such as major fundraising events, Textile Garage Sales, exhibitions, etc.

## **Additional:**

- Work Communications Associate to develop and execute timely and effective communications and promotions for fundraising efforts.
- Maintain accurate and timely donor records.
- Run reports and analyze data for current and past giving.
- Assist with other Textile Center programs, including Garage Sale, etc.
- Perform other duties as required.

## **Relationships**

This position reports to the Executive Director and works with all other members of Textile Center staff. The position interacts with donors, program officers, members, sponsors, artists, and participants in Textile Center programs.

## **Qualifications**

Minimum:

- Bachelor's degree in an related field of study.
- 3 to 5+ years experience in non-profit fundraising, arts non-profit preferred.
- Demonstrated success in meeting/exceeding fundraising goals.
- Demonstrated experience in donor data analysis.
- Proficient using a donor database/CRM, Salesforce preferred.
- Experience building and managing budgets.
- Knowledge/interest in fiber art and/or the arts in general is a plus.
- Outstanding oral and written communication skills.
- Excellent interpersonal skills and ability to interact with donors, artists, and members.
- Comfortable making cold calls.
- Proficient with Microsoft Office applications and Outlook/Office365.
- Ability to set and balance priorities and complete tasks accurately, on time and in an efficient manner.

- Strong attention to detail.
- Flexibility, adaptability.
- Ability to sit for extended periods of time.
- Stay seated, use computer, for long periods of time.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or veteran status.

Applicants for this position must successfully pass a background screening, and /or additional skills test as determined by management.

**To Apply:**

Please send cover letter, current resume, and 3 professional references to:  
Nancy Gross, Director of Administration  
ngross@textilecentermn.org

**Deadline:** June 9, 2019