Development & Engagement Lead
Arts Services Inc. (ASI)
Full-time, hourly, non-exempt

Arts Services Inc. (ASI), a not for profit 501c3 organization located in Buffalo, NY is seeking a full-time individual to play a key role in development and administrative activities, while managing our relationships within the arts and cultural field.

DUTIES AND RESPONSIBILITIES
This position is responsible for developing, maintaining, and strengthening relationships with individual and corporate donors, funders, and granting agencies. Responsible for the duties involving communication and administration of development activities of ASI, including individual giving, corporate and foundation support, fundraising events, and grants. Additional responsibilities include:

- Create and execute, in conjunction with the Executive Director, ASI’s strategic annual development plan and timeline, including
  - Special Events, such as the Creative Professionals Exchange, From the Ground Up Series, MEDAL program, and others
- Develop and execute individual giving campaigns
- Develop and maintain relationships with supporters, including first-time and emerging cultural supporters
- Identify strategic partnerships to drive recruitment efforts and donor relationships
- Explore and activate new funding opportunities
- Generate corporate sponsorships and partnerships for ASI programs, events, and general operations
- Maintain the CRM database with development activities and manage reporting
- Lead grant research, writing, and reporting with Executive Director
- Work with ASI’s Fiscal Manager to oversee the fiscal sponsorship program
- Assist ASI’s Grants & Programming Director with regrant programs

General Requirements
A college degree or relevant experience is preferred. Experience in non-profit fundraising such as making individual donation asks, running campaigns, managing grants, and working with corporate sponsors is preferred. Preference will be given to candidates with a long-term interest in the arts, non-profit working environment, and relationship-building. The Development & Engagement Lead must be an exceptionally organized, detail-oriented self-starter who is personable and has outstanding communication skills. He/She/They must have the ability to lead their own work flow and adjust to seasonal or event-related fluctuations in workload. Familiarity with Microsoft Word and Excel, or similar platform is required. Knowledge of database programs, such as Microsoft Dynamics 365, is a plus. Like all our employees, the Development & Engagement Lead must contribute to a culture based upon respect, teamwork, and collaboration; and embrace diversity, inclusion, and equity. Adaptability, creativity, and a passion for the arts and ASI is a must.

Applicants are not required to meet all of the above experiences and/or skill sets. We encourage all to apply. ASI will provide training and on the job support where appropriate.
Reporting & Additional Details
The Development & Engagement Lead reports to the Executive Director and works closely with the Grants & Programming Director. Other responsibilities may be required. This is a full-time, hourly position which will include periodic evening and weekend work (with the opportunity for overtime).

Benefits include paid holidays (15), PTO time, retirement, a $4,000 stipend for health insurance/dental, and onsite parking. Compensation rate will be determined by experience and qualifications (salary range of $40,000 - $50,000, including the health stipend).

To apply, send the following materials (in one PDF) to careers@asiwny.org
- Cover letter
- Resume
- Three professional references

Applications will be accepted until the position is filled.

Arts Services Inc. (ASI)
Arts Services Inc. (ASI), a not-for-profit 501(c)(3) organization located in Buffalo, NY, and is the regional arts council that provides tools and resources to artists and nonprofit arts organizations, including grant funding, educational and professional development workshops, financial services, and advocacy. ASI is "where the arts meet business" in Western New York.

ASI envisions a region where inclusive creative communities are valued and visible, and where artists and arts organizations have access to the resources needed to advance and thrive. We are committed to creating equitable access to the arts for all within our community by ensuring our programming, advocacy, and services are representative of the entire community.

We hope you will consider joining our team. ASI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

www.asiwny.org