

Monday, January 25, 2016

Development Manager

Company: Chez Bushwick Inc.

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Full-Time Permanent

Development Manager

Location: Brooklyn, NY

Requirements: 4 year Degree plus 3-5 years qualified experience

Position Type: Full-Time Permanent

Chez Bushwick is currently seeking a Development Manager with a successful track record in non-profit fundraising. The individual should possess the skills to research, identify, cultivate, solicit and steward major gifts and grants from individuals, corporations, foundations and government sources.

The position works directly in accordance with the Chez Bushwick Artistic Director, General Manager and the Board of Directors to develop strategies for long-term sustainable funding. The position oversees gift solicitation, database management, develops materials for direct mails campaigns, and assists and manages successful fundraising and marketing events including an annual gala. The position also oversees bi-annual appeal letter campaigns, processes acknowledgements and donor thank yous, implementing a stronger network and processes for maintaining and building donor relationships.

In addition the position manages, cultivates and advises on grant opportunities and tracks grant activity in accordance with the needs of Chez Bushwick studios and founding artist Jonah Bokaer. This position is responsible for writing and editing grant proposals and following up with grant reporting in correspondence with the General Manager and founding artist.

Proficiency in Microsoft Office a must and experience with donor software, Patron Manager or Raisers' Edge preferred. A minimum of 3 years parallel experience and a BA degree is required. Must have strong writing and copy editing skills.

This is a full-time position with benefits. Salary commensurate with experience. To learn more about Chez Bushwick please go to chezbushwick.net.

To apply: please email resume, cover letter, salary requirements and writing sample by February 15th tokirstin@chezbushwick.net. Please include "CB Development Manager" in the subject line.

Chez Bushwick Inc.

For more information:

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