

Position Title: Development Director

Job Function: Development & Administrative

Job Type: Full-Time, exempt. (Some evening and weekend hours required).

Location: SPACES, 2900 Detroit Ave. Cleveland, OH 44113

Start Date: May 2021

Salary: \$50,000 - \$55,000, commensurate with experience

OVERVIEW

SPACES is the resource and public forum for artists who explore and experiment. We commission artists from around the world—at all stages of their careers—to make new work that is responsive to timely issues. Through our Residency & Exhibition Programs we provide compensation, support, and access to resources for cultural producers who immerse themselves in Cleveland for up to eight weeks.

Additionally, we provide support to local artists through re-granting initiatives and connect to the diverse communities of Cleveland through strong partnerships.

SPACES is a 43-year old nonprofit organization founded by artists to experiment with the creation of non-commercially oriented art and to engage the public in a vital dialogue about the topics explored. It continues to be a space where artists have the freedom to research new ideas, media, and ways to engage the community. SPACES has a strong track record of rethinking the ways in which an organization can support artists in their practice and in materializing their ideas.

The annual operating budget of SPACES is nearly \$800,000. The staff includes 5 full-time employees, 1 part-time employee, 1-2 interns, 4 contracted employees/agencies, and numerous interns and volunteers who provide support throughout the year. A 15-member Board of Directors reflects a diverse range of expertise and perspectives.

POSITION SUMMARY

SPACES seeks a Development Director that will have the drive to propel the organization forward and realize its potential—specifically as it relates to our development work. Reporting to, and working closely alongside, SPACES' Executive Director, the Development Director will be responsible for critical administrative, financial, and fundraising operations. The Development Director will develop financial tools; guide operational and programmatic budgeting; assist with program development as it overlaps with fundraising; and contribute to strategic planning.

The Development Director must be willing to take on new tasks and challenges as they arise with grace and a sense of humor, as well as serve as an ambassador for SPACES to all of its constituents.

RESPONSIBILITIES

The Development Director will work with the Executive Director, Board of Directors, staff, interns, contracted services, and volunteers on the following responsibilities:

- Create and implement annual development plan
- Support the ongoing Capital Campaign efforts
- Evaluate progress toward goals, prepare periodic reports on fundraising, and recommend revisions to the fundraising plan, as needed
- Cultivate and nurture relationships with corporate sponsors, foundations, and individual donors to secure financial support
- Oversee the expansion of donor prospects via research of foundation, corporate, and

- government funding sources including grants, sponsorships, in-kind donations, and gifts
- Collaborate in reenvisioning the SPACES membership program
- Coordinate preparation of funding proposals and associated reports, including drafting and/or editing narratives and budgets for timely submission
- Track the use of grant funds to their restrictions by monitoring expenses and account, class, and grant assignments
- Ensure public recognition for donors
- Work closely with bookkeeper, accountant, auditor, executive director, and board executive committee to manage the preparation of SPACES audits
- Annually update the organization's DataArts profile
- Organize the Annual Benefit and other special events throughout the year, including attending regular meetings with ad hoc committees, soliciting sponsorship requests, and interfacing with programming staff as they solicit participation from artists
- Monitor donor database for accuracy of data entry and gift processing
- Administer and analyze data collection for support requests and reporting
- Coordinate and cooperate with other SPACES employees to ensure the success of our artists, programs, and partnerships
- Assume additional responsibilities as needed in a small office setting

QUALIFICATIONS

The ideal candidate will have:

- Some prior fundraising experience
- Proven fluency in budget preparation, management, reporting, and cost control
- Experience with nonprofit operations
- Excellent speaking, writing, and interpersonal skills
- The ability to meet deadlines, delegate authority when appropriate, and be hands-on as needed
- A willingness to connect with leaders in the art communities around Cleveland and an enthusiasm for supporting bold experimentation in the visual arts
- Familiarity with accounting software, databases, and/or data entry in programs like Quickbooks, Excel, DataArts, or Salesforce
- Significant work experience in a relevant field (accounting, fundraising, etc)

SPACES CULTURE

Welcoming enthusiastic new leadership, in both the Executive Director and Board President seats, SPACES supports the many intersectional identities of staff. A priority is for our organizational policies, procedures, and culture to reflect the strides we have made in our programming as an innovative and equitable platform for addressing complex issues. All staff members are expected to draw from and expand on their existing expertise in order to contribute to the general health of the organization.

POLICIES

SPACES is an equal opportunity employer. Our employment policies are administered without regard of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or any other legally protected status except as permitted by law.

APPLICATION

Please submit a cover letter and resume in a single PDF file to tizziana@SPACEScle.org. We will accept applications until the position is filled.