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**Position Available**  
**Asheville Art Museum**  
**2 South Pack Square**  
**Asheville, NC 28801**  
**[www.ashevilleart.org](http://www.ashevilleart.org)**

**Title:** Development Manager

**Available:** March 1, 2010

**Position Reports To:** Executive Director

**Position is:** Full Time

**Position Description:**

The Development Manager is responsible for the corporate, foundation and government fundraising efforts to maximize contributed income to support the Museum's operations, exhibitions, educational programs and special events. The Development Manager works closely with all staff and volunteers.

**Primary Responsibilities / Essential Functions:**

The primary responsibilities and essential functions of the job include:

- Write and direct all grant proposals and maintain relationships with government, corporate and foundation funding sources.
- Obtain and manage government grants including federal, state and local sources.
- Assist with development of annual fund appeals and acknowledgment.
- Identify and acquire sponsorships from individuals and businesses for exhibitions and educational programs.
- Understand and communicate regarding the operating budget.
- Research and identify prospects for institutional support.
- Gather broad anecdotal and statistical data and report qualitative and quantitative results. Work with staff to build and monitor budgets, and report on grant expenditures.
- Acquire sponsorships and participate in planning and implementation of special events including the *Asheville Wine Auction & Gala Dinner, A Taste of Art & Wine*, loft tours, etc.
- Assist the Executive Director with Board and Committees as required.
- Collaborate with Development staff to keep accurate donor records including profiles, gift records, acknowledgments and correspondence.
- Collaborate with Development staff to structure specific membership programs including corporate members, etc.
- Maintain a budget and records for the Development department.
- Interact with the arts community and civic bodies and donors as an advocate for the arts and the Museum.
- Travel to other locations by foot and/or by car is sometimes required.

**Education and Experience and Skills:**

Minimum of five years fundraising experience, significant success in grant writing and ability to work in fast pace environment. Minimum of an undergraduate degree is required. Knowledge and excellent ability to work with all typical computer programs is essential. The Development Manager should possess excellent verbal and written communication skills and the ability to work collegially with donors, volunteers and staff.

**Organization:** The Asheville Art Museum is an active, inspiring organization located in the center of a vibrant city of approximately 70,000 in the beautiful Western North Carolina Mountains. The Museum collects American Art beginning in the 20<sup>th</sup> century, with a focus on art of significance to the Southeast. The Museum's facility will soon be doubling in size with a newly renovated and expanded contemporary building located in the center of Asheville. This growing organization, incorporated in 1948 by area artists, serves the Asheville urban area and is the only art museum serving the 23 counties that make up Western North Carolina (with a total population exceeding one million). Accredited by the AAM, the Museum has a full-time staff of 13 and a number of part-time and contract positions. The Museum is an equal opportunity employer. This is a full-time position with benefits.

Please send résumé, cover letter, references, salary history and several writing samples demonstrating successful grant writing to: Development Manager Search, PO Box 1717, Asheville, NC 28802 or 2 South Pack Square, Asheville, NC 28801 or email to Development Manager Search at [rlynchmaass@ashevilleart.org](mailto:rlynchmaass@ashevilleart.org). Equal Opportunity Employer.

Short version:

### **Asheville Art Museum Development Manager**

The Development Manager is responsible for the corporate, foundation and government fundraising efforts to maximize contributed income to support the Museum's operations, exhibition, educational programs and special events. The Development Manager is the primary grant writer and works closely with all staff and volunteers.

Minimum of five years fundraising experience, significant success in grant writing, ability to work in fast paced environment, undergraduate degree, knowledge and excellent ability to work with all typical computer programs and excellent verbal and written communication skill required.

The Asheville Art Museum is a private non profit visual arts organization located in the center of a vibrant City in Western North Carolina and focusing on collecting and interpreting American Art of the 20<sup>th</sup> and 21<sup>st</sup> centuries. The Museum is an equal opportunity employer.

Please send resume, cover letter, references, salary history and several writing samples demonstrating successful grant writing to: Development Manager Search, PO Box 1717, Asheville, NC 28802 or 2 South Pack Square, Asheville, NC 28801 or email to Development Manager Search at [rlynchmaass@ashevilleart.org](mailto:rlynchmaass@ashevilleart.org).