



ADVANCEMENT MANAGER

Reports to: Chief Executive Officer

Classification: Exempt, Full-Time

Salary: \$60,000–\$70,000, commensurate with experience

Benefits: Vacation and sick leave; health benefits

Schedule: Monday–Friday, 8:30 a.m.–5:30 p.m.; occasional evenings and weekends required

Location: On-site at the Armory Art Center, with occasional work at off-site events and community locations

Start Date: ASAP

ABOUT THE ARMORY ART CENTER

The **Armory Art Center** is a nonprofit visual arts organization providing accessible, hands-on arts experiences for our diverse community. As a growing organization with an ambitious vision, we seek a **strategic, relationship-driven fundraising professional** to help advance our mission and future.

POSITION SUMMARY

The Armory Art Center seeks a **strategic, entrepreneurial, and relationship-driven Advancement Manager** to grow fundraising and external relations. The role will cultivate donors and prospects, develop funding opportunities, engage Board and community leaders, and work closely with the CEO and staff to increase philanthropic support and advance the Armory's long-term growth and sustainability.

Fundraising Strategy & Development

- Help develop and implement a comprehensive annual fundraising strategy
- Identify and cultivate individual, corporate, foundation, and community-based funding opportunities.
- Build and manage donors and prospects, with an emphasis on relationship development and long-term engagement.
- Support strategies for annual giving, major gifts, sponsorships, foundation support, events, and other revenue-generating initiatives.
- Develop compelling donor communications, proposals, sponsorship materials, appeals, reports, and stewardship correspondence.
- Track fundraising activity, deadlines, prospects, solicitations, and outcomes to ensure consistent follow-through and accountability.
- Analyze fundraising results and make recommendations for strengthening donor acquisition, retention, and revenue growth.

Grants & Institutional Giving

- Research, identify, cultivate, and manage relationships with foundations, corporations, and other institutional funders.
- Prepare and submit high-quality grant proposals, letters of inquiry, sponsorship proposals, and grant reports.
- Maintain a comprehensive grants calendar and ensure timely submission of proposals, reports, and supporting materials.
- Work with staff to gather information and documentation required for proposals and reports.
- Ensure that funder commitments, reporting requirements, and stewardship activities are effectively tracked and fulfilled.
- Identify new funding opportunities that align with the Armory's programs, community impact, and strategic priorities.

Donor Relations & Stewardship

- Build strong, professional relationships with donors, prospects, sponsors, foundation representatives, community leaders, and other stakeholders.
- Develop and implement thoughtful donor recognition and stewardship strategies.
- Coordinate donor communications and opportunities for supporters to experience the impact of their philanthropy.

- Ensure donors receive timely acknowledgments, updates, reports, invitations, and other communications.
- Maintain accurate and confidential donor records and ensure appropriate follow-up on donor activity.

Board & External Relations

- Serve as the primary Armory liaison to the Development Committees of the Board of Trustees.
- Partner with the CEO and Board members to identify prospects, cultivate relationships, facilitate introductions, and leverage board members' professional and community networks.
- Help educate and equip Board members to participate effectively in fundraising and donor engagement.
- Prepare fundraising updates, reports, prospect information, and other materials for the CEO and Board.
- Represent the Armory at events, donor gatherings, and other external engagements as appropriate.
- Develop and strengthen relationships with businesses, organizations, foundations, and community leaders.

Special Events & Partnerships

- Support the fundraising strategy and execution of special events, including donor cultivation, sponsorship development, ticketing, communications, and stewardship.
- Identify and cultivate corporate sponsorship and partnership opportunities.
- Work collaboratively with staff across departments to maximize the fundraising potential of programs and events.
- Seek innovative opportunities to expand the Armory's audience, visibility, partnerships, and philanthropic support.

Advancement Operations & Reporting

- Maintain organized and accurate development records, calendars, prospect information, and fundraising documentation.
- Utilize donor management and database systems to track donor activity, communications, gifts, prospects, and stewardship.
- Monitor fundraising performance and prepare regular reports for the CEO and Board.
- Collaborate with finance staff to ensure accurate tracking and reporting of contributed revenue.
- Maintain confidentiality of donor information and exercise sound judgment in all donor and organizational matters.
- Help establish systems, processes, and best practices that support the long-term growth and sustainability of the Armory's advancement program.

QUALIFICATIONS

The ideal candidate is a **strategic, relationship-driven development professional** with strong fundraising, communication, and organizational skills.

- **Experience & Education:** Bachelor's degree in nonprofit management, business, arts administration, communications, or related field; equivalent experience considered. **2–5+ years of progressive fundraising/development experience** with a demonstrated record of success.
- **Fundraising & Relationships:** Experience with donor cultivation, grant writing, corporate and foundation relations, sponsorships, and stewardship. Ability to build strong relationships with donors, prospects, Board members, funders, and community partners.
- **Leadership & Communication:** Excellent written and verbal communication, project management, and organizational skills. Strategic, entrepreneurial, proactive, and able to work independently and collaboratively.
- **Technical & Additional Skills:** Experience with donor databases/CRM systems and Microsoft Office. Arts or cultural organization experience and management/supervisory experience are a plus. Valid driver's license and reliable transportation required.

HOW TO APPLY

Submit **one PDF with your cover letter and resume** to employment@armoryart.org with the subject line **“Advancement Manager Application.”** Applications are reviewed on a rolling basis until the position is filled. **No phone calls, relocation assistance, or interview travel reimbursement.**

The Armory Art Center is an equal opportunity employer and does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability, financial status, marital status, or any other protected characteristic in its programs, activities, or employment.

In accordance with the Armory Art Center's hiring policy, the first 90 days of employment are considered an introductory period.