

**Position Description – Individual Giving Manager**  
**Full Time, salary between \$45,000-55,000, benefits**

**About Snow City Arts**

Snow City Arts (SCA) inspires and educates children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, poetry, theater, music, dance and media arts to patients at Rush University Children’s Hospital, Ann & Robert H. Lurie Children’s Hospital of Chicago, and Children’s Hospital University of Illinois (UIC). In March 2020, Snow City Arts’ programming expanded to include virtual instruction to meet the needs of pediatric patients at our hospital partners, who are under severe visitor restrictions making an already challenging situation even more isolating. SCA is now employing a hybrid programming model, with Teaching Artists active both at hospital sites as well as virtually.

Snow City Arts’ curricula are steeped in studio practices and benchmarked by the National Core Arts Standards and Common Core State Standards. SCA works in partnership with Chicago Public Schools and suburban school districts. With permission, student learning outcomes and portfolios are sent to their schools in order to generate credit assignment for work completed with SCA. The Snow City Arts team includes an administrative staff of 4 and an artistic staff of 6 part-time, professional Teaching Artists, as well as numerous work-study students and volunteers. As a small, yet mighty organization, our team values an “all hands-on-deck” approach balanced with a commitment to wellness. Snow City Arts is committed to generating a work environment that centers on learning, equity, and inclusivity. A cohort member of Enrich Chicago, SCA is committed to advancing systemic change in the arts and is building and implementing a vision and framework for anti-racist work across the organization.

**Summary of Position**

Snow City Arts aims to make the connection between its work as an anti-racist organization and its fund development effort deeper and more impactful. As such, SCA seeks an insightful and motivated Individual Giving Manager to work closely with the Executive Director to build and manage our individual portfolio of community and sustaining donors. The Individual Giving Manager will be a talented storyteller, able to build and sustain relationships, and have strong data documentation and analytic skills. This position will design a framework for individual donor management, co-creates moves management strategies, develops donor-related collateral, stewards donors, and produces the annual appeal.

**Individual Giving Portfolio (75%)**

- **Create:** Facilitate the design of a consent-based individual giving program grounded in community-centric, anti-racist, and sustaining fundraising values.
- **Moves Management:** Co-create strategies for qualification, cultivation, solicitation, and stewardship.
- **Research:** Conduct comprehensive (qualitative and quantitative) research on donor prospects and create profiles on prospective individual donors.
- **Implement:** Develop and manage an active pipeline for sustaining support from Snow City Arts’ current network and expand giving opportunities for community members and stakeholders.
- **Relationships:** Develop relationships with donors that lead to meaningful solicitations: assign solicitations to Executive Director, Senior Management, and Board Members.
- **Communication and Collateral:** Craft and present persuasive and compelling correspondence, proposals, reports, budgets, and stewardship materials for donors
- **Impact:** Work with SCA staff, particularly program staff, to identify impactful stories and program-specific fundraising opportunities in alignment with organizational guidelines
- **Annual Appeal-Design and produce:** Plan and oversee the execution of an integrated annual appeal campaign and facilitate the involvement of the Governing Board

### Data Management and Administration (20%)

- **Goal Setting:** Work with the Executive Director and Development and Communications Associate to set and pursue realistic annual revenue goals and intermediate targets for key campaigns.
- **Documentation:** Maintain accurate and up-to-date records of donor contacts and ongoing communication with current donors and prospects.
- **Communication systems:** Support communication with donors including creating call and emails lists and tracking donor communications.
- **Reporting:** Produce reports on progress toward goals on agreed upon schedule for meetings with the Executive Director, Development Committee, and Board of Directors.

### Miscellaneous Duties (5%)

- **Hospital Partners:** Complete and uphold the principles of all mandatory education and orientation as required by SCA's hospital partners and follow all procedures outlined by hospital partners.
- **HIPAA/FERPA\*\*:** Complete and pass an annual HIPAA Compliance test to maintain understanding of patient privacy and uphold HIPAA and FERPA-compliant practices in all work.
- **Presentation:** Act as an SCA ambassador by occasionally attending external events and speaking on current projects and best practices at SCA.
- **Special Projects:** Contribute to special projects at SCA including conferences, exhibitions, fundraising events, strategic planning, and anti-racist initiatives, based on availability.
- **Space Maintenance:** Regularly organize workspaces to maintain a professional work environment, if physically able to do so.

### Priority Skills and Experience

The ideal candidate will have a combination of the following professional and personal qualities, skills, and characteristics. Snow City Arts *will* consider candidates who do not meet every single requirement.

- Three years of progressive experience in a fund development environment.
- Capacity to and interest in building internal and external relationships.
- Candidate must be willing to begin/continue their own learning in anti-racism/racial equity work and engage as part of a team active in student-first efforts including trauma-informed and gender inclusive practices.
- Active listener with the ability to synthesize information and translate into strategy or action plans.
- Self-motivation, accuracy, attention to detail, and ability to set and meet deadlines.
- Employs an asset and inquiry-based approach to problem solving and is able to work both independently and as part of a cohesive team.
- Aptitude for working closely with people from various artistic and administrative backgrounds.
- Curious, goal-oriented, committed to learning, and able to set and pursue priorities within a fast-paced office.
- Strong organization and planning skills with the ability to manage multiple projects simultaneously, respond to shifting priorities, and support multiple aspects of individual giving and its related communication needs.
- Strong verbal communication and writing skills with the ability to adjust communication style to accommodate multiple audiences.

### Desired Skills and Experience

- Demonstrates a commitment to supporting a culture of collaboration, cooperation, and accountability.
- Ability to plan, facilitate, and approach meetings and projects with clearly articulated goals.
- Ability to navigate tense or challenging interpersonal dynamics in a manner that is centered on trust, respect, and shared vision with a bias toward effectiveness, integrity, and positive outcomes.
- Exceptional data management and computer skills.
- Proficient in Adobe Illustrator, Adobe Photoshop, Adobe Premiere, Google Drive, and Asana.
- Ability to speak and write Spanish and English proficiently.

- \* HIPAA: Health Insurance Portability and Accountability Act
- \*\* FERPA: Family Educational Rights and Privacy Act
- \*\*\* ALAANA: African, Latinx, Arab, Asian, Native-American

### **Compensation and Benefits**

This is a full-time, exempt position with some evening and weekend work required. The salary for this role is \$45,000-\$55,000 annually. Snow City Arts offers health insurance (HMO and PPO options) with Snow City Arts covering \$5,000 of the insurance package annually (all or the majority of the cost depending upon the chosen plan). There are 26 paid days off annually split among vacation, sick, and holidays and we offer a flexible work environment. Employee retirement account, SIMPLE IRA, is available with between 1-3% match from Snow City Arts.

### **Background Check and Health Records**

A criminal background will not automatically eliminate you from consideration though a criminal history background check will be conducted on the final candidates prior to beginning employment. A variety of documentation (typically related to vaccines and annual tests, which are paid for by Snow City Arts) is required to meet the health documentation requirements of our hospital partners. Currently, Snow City Arts is categorized as working in healthcare and Covid-19 vaccines have been made available to staff who elect to receive them.

*Snow City Arts is an equal opportunity employer. Snow City Arts is committed to building a culturally diverse and pluralistic team. ALAANA-identified individuals, trans and gender nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply.*

*Interested candidates should send a cover letter, resume, a short (no more than three pages) fundraising-related writing sample to [employment@snowcityarts.org](mailto:employment@snowcityarts.org). The position will remain open until filled, but priority will be given to those materials received before 5:00 pm on May 14, 2021.*