

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently host music festivals, prominent speakers and artists, and community events. It is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: **Development Services Manager**
LOCATION: Idyllwild, CA
REPORTS TO: Senior Vice President,
 Advancement
STATUS: Full Time
SUPERVISES: None

POSITION OVERVIEW

The Development Services Manager leads and implements all development services functions of the development office. This position also supports the development office staff as needed, including areas of annual giving, special events, parent and alumni relations, major gifts, and grants. This position is a full time non-exempt position.

GENERAL DUTIES

The Development Services Manager reports to the Senior Vice President, Advancement and works closely with other members of the team. Areas of responsibilities include leading all aspects of development services, envisioning, creating and sending stewardship reports, and support for development staff as needed throughout the year.

1. DEVELOPMENT SERVICES

- Lead best practices in database management: suggest and implement database structure to support increased fundraising capacity
- Gift processing and acknowledgement/receipt: create and maintain policy and procedure while also processing and receipting all gifts. Draft creative and compelling thank you letters.
- Data entry – biographical updates to Raisers Edge, new families entry, etc
- Monthly gift reconciliation with business office including accurate coding of all gifts, working with the business office to re-class gifts when needed, etc
- Lead the area of prospect and donor research: proactively identify prospects for inclusion in further research or assignment to gift officers, help gift officers manage their portfolios
- Create and maintain accurate and useful Raisers Edge queries, lists, reports, coding, and maintenance
- Mailing lists creation, management, and dissemination. Coordinating and tracking volunteers
- Maintaining accurate and complete electronic and paper gift and batch files
- Maintain the Development Dashboard, tracking fundraising results every 2 weeks. Provide accurate and timely reporting.

2. STEWARDSHIP

- Lead the creation and distribution of creative and inspiring reports on the impact of donor funding
- Lead the planning and execution of a variety of stewardship programs to ensure that all IAF donors receive information on the impact of their gifts.

- Generates and sends out yearly stewardship reports on all endowment donors, and special scholarship and program donors.

3. OFFICE MANAGEMENT & STAFF SUPPORT

- Support the development staff as needed throughout the year
- Other duties as assigned

MINIMUM QUALIFICATIONS

Thorough knowledge of office management, suite of Microsoft office products, google mail, calendar and drive, Zoom video conferences, experience with or ability to learn CRM database operations (Raisers Edge preferred). Highly detail oriented.

LEADERSHIP QUALITIES

- Respects the guidelines, goals and ethical standards of Development Department and Idyllwild Arts in general.
- Works effectively with teams, while at the same time can work independently and make good independent judgement calls
- Able to diplomatically and tactfully solve problems while working with multiple constituencies, demands and deadlines
- Sensitive to cultural, gender, and economic diversity. Sensitive and able to work effectively with high net worth individuals.

PERSONAL QUALITIES

- Acts as a model of integrity & respects donor confidentiality
- Has a sense of humor and keeps things in perspective
- Exercises patience and good, active listening skills
- Flexible and keeps a positive attitude
- Highly attentive to details

EDUCATION/EXPERIENCE

- Bachelor degree is required

OTHER REQUIREMENTS

Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance that does not impede on-time arrival during winter months when safe to work on campus. Duties may require working remotely for a period of time.

Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB screening questionnaire/test.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this position an incumbent is required to:

- Regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.
- Specific vision abilities include close, distance and color vision perception and the ability to adjust eye focus. Reaching with the hands and arms and use of hands to finger, type, and manipulate a computer keyboard and mouse is required.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.

- Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

**Interested candidates should send a CV/Resume
(PDF or Word doc format only) and a letter of interest addressing
their skills, abilities and experiences relevant to this opening.**

Deadline for submittal October 23, 2020

Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employment

