

## Volunteer Position Description

*Desotorow Gallery is looking for a self-motivated, outgoing, volunteer who works well in a team, is able to multi-task and delegate responsibilities, and is able to complete assigned tasks in a timely and efficient manner.*

Volunteer Position:

Development Manager

Purpose/Objective:

- To provide artists with a helpful and positive exhibition experience
- To develop rapport and build strong relations with exhibiting artists and the community
- To manage the development efforts of the organization and secure financial resources from government agencies, foundations, corporations, and individuals

Responsibilities:

- Reports directly to the Co-Directors
- Available 10-15 hours a week
- Gallery sit once a week
- Plan, coordinate, and supervise development efforts of the organization
- Lead development staff to accomplish strategic development goals of the organization
- Establish and develop relationships with the community and prospective donors
- Research and identify funding opportunities
- Make solicitations on behalf of the gallery using professional development practices
- Ensure all donors and sponsors receive thank you letters in a timely manner
- Develop and maintain a database of grant opportunities and deadlines
- Develop and maintain the organization's database of donations, sponsorships, and grants
- Attend regular meetings with the Co-Director as and when required
- Coordinate bi-monthly meetings with development staff
- Delegate responsibilities as needed to development staff
- Provide development staff with opportunities for training and growth
- Provide departmental report at monthly staff meetings

Skills, Knowledge, and Abilities:

- Skills in word processing to prepare business correspondence and reports with speed and accuracy
- Excellent written and verbal communication skills
- Skill in working as a part of a team and collaborating with colleagues
- Skill in performing under the stress of frequent interruptions and/or distractions
- Skill in delegating responsibility and training staff
- Skill in setting priorities, which accurately reflect the relative importance of job responsibilities
- Skill in working independently and following through on assignments with minimal direction
- Skill in organizing material, information, and people in a systematic way to optimize efficiency and minimize duplication of effort
- Strong organizational, presentation, and customer service skills
- Ability to complete assigned tasks in a timely and efficient manner
- Strong management and supervisory skills

- Ability to build team skills
- Excellent interpersonal skills
- Knowledge of professional standards and legal parameters regarding fundraising activities.

Required Experience

- Customer service experience
- Excellent verbal and written communication skills

Preferred Experience:

- Professional experience in fundraising, marketing, or communications
- Grant writing experience
- Experience planning and coordinating events
- Budget management
- Experience managing others and delegating responsibilities
- Previous experience working in a gallery, museum, or other nonprofit organization
- Knowledge and appreciation of art

Training/Support Provided:

- Orientation
- Development

Volunteer Supervisor:

Co-Directors