



JOB DESCRIPTION

Job Title: **Development Manager**
Location: Remote, or hybrid work option in one of ACTA's offices in Fresno, Los Angeles, or San Francisco
Reports To: Executive Director, who also functions as Development Director
Status: Exempt, Full-Time
Posted: June 2022. Open until filled.

THE ORGANIZATION

The [Alliance for California Traditional Arts \(ACTA\)](#) is a national leader in the folk and traditional arts field. Founded in 1997, ACTA works to support the health, vibrancy, and evolution of California's diverse cultural traditions through advocacy, funding master/apprentice relationships, grantmaking, and fieldwide convenings. These statewide programs are managed from its offices in **Fresno, Los Angeles, and San Francisco** and support artists working in diverse cultures, select local communities, promise zones, and the prison system.

ACTA has a unique and compelling story to tell about the amazing, rich and diverse, cultural traditions being practiced within California. Nonetheless, the hybrid nature of the organization creates unique fundraising challenges: it is both an intermediary organization that regrants funds and also produces its own programming; it is heavily dependent upon contributed income; it has a national and statewide board chosen for their field expertise more than their fundraising capacity; and the target beneficiaries of its programs are artists and not your typical individual donor prospects.

An engaged board of 10 members steers the organization. ACTA's co-founder, Amy Kitchener, directs a talented regular staff team of 9, plus various consultants. Amy has been the lead fundraiser for its \$4.7 million annual budget. Historically, ACTA has been largely funded by private foundations, government grants, and fee-for-service contracts.

JOB SUMMARY

We are seeking a go-getter who shares our mission and values, is willing to work independently and as a part of a team, and who wants to exercise their fundraising

chops in a lively, interesting organization that makes a difference in the world. A clear, confident writer, interested in diverse cultures, who is highly organized and enjoys working in collaboration with a team to meet the organization's goals will do well in this position.

The task for the next Development Manager will be to maintain the current level of support and assist in continually identifying and responding to new funding opportunities.

Success for the Development Manager will be measured by:

- The development, execution, and tracking of an annual fundraising plan;
- The maintenance and increase in funding levels (and number of donors) from all sources (see attachments for benchmarks);
- Effectiveness in the management and support of the Executive Director within the fundraising function (new program development; prospect identification; funder relationship management); and
- The orderly, smooth, independent management of ACTA's development operations.

RESPONSIBILITIES AND DUTIES

Core responsibilities

- Convene the development team (Executive Director, Operations and Finance Manager, and Program staff as needed) to manage the proposal process
- Craft proposals and manage the submission process of all grants and contracts
- Research potential funding sources and maintain active list of prospects
- Prepare development reports as needed for board and others
- Maintain and execute a master grants administration calendar
- Maintain current and complete files for all grants
- Enter grant and donor data in Salesforce according to established fields
- Prepare and submit required reports for funders
- Maintain weekly communication with Executive Director
- Design and implement an annual individual donor appeal
- Design and track relevant metrics
- Work with the Executive Director to manage the Board Development Committee
- Continue to refine information technology systems for development and implement the systems
- Design and implement an annual report
- When available, oversee staff responsible for data entry and donor acknowledgement

- Create and maintain a desk manual for this position that includes an annual calendar, all business contacts, a guide to the electronic filing system, and all passwords used in this position on ACTA's systems or those of funders

Collaborative interface within the organization

- Interact regularly with the Executive Director to meet Development goals, coordinate work, and apprise on the department's ongoing activities
- Interact with Program Staff re: potential program development, content expertise around writing of proposals and grant reporting, funder expectations from grants, etc.
- Interact with the Finance team on grant tracking, proposal budgets, reporting budgets, etc.
- Interact with the Board of Directors and the Development Committee of the Board by reporting on development activities and progress toward goals

QUALIFICATIONS AND SKILLS

Minimum education: a bachelor's degree, or equivalent experience, preferably in a relevant field (Folklore, Anthropology, Journalism, Writing, Nonprofit Management)

Minimum previous work experience: two years in a relevant position (for example, one that involved writing, editing, grant writing, folklore expertise or other relevant expertise)

Location: It is preferred that this position be held by a California resident and it can be executed remotely. The employee may also work out of ACTA's current offices in Fresno, Los Angeles, or San Francisco.

Success in this job will require a skilled communicator who is comfortable collaborating throughout the organization and someone who writes well and quickly.

Must have: excellent writing and verbal communication skills; organization; responsibility; alignment with organization values; prior development experience; demonstrated engagement with diverse cultures and cultural and racial equity. Proficiency in Microsoft Office (Excel, PowerPoint, Word), Adobe Acrobat, Dropbox, and Google Drive. Capacity to learn Salesforce.

A plus to have: training, education or experience in the folk or traditional arts fields; prior Salesforce experience; deep understanding of the transmission of cultural practice within communities.

SALARY AND BENEFITS

ACTA salaries are benchmarked to Fair Pay for Northern California Nonprofits by Nonprofit Compensation Associates. This position will pay between \$75,000 and \$95,000 depending upon prior experience.

Generous nonprofit benefits include:

- Medical, vision, dental, and life insurance
- Retirement contribution
- Flexible spending account
- Professional development opportunities
- Remote work environment

To apply, please submit a cover letter detailing your interest and suitability for this position to Amy Kitchener, Executive Director, at jobs@actaonline.org. Attach a current resume, a writing sample (with explanation, including your role in the authorship), and three references with contact information. If you wish your application to remain confidential, please indicate this in your cover letter. For more information, contact Amy Kitchener, Executive Director, at jobs@actaonline.org.

The position is currently available and will remain open until filled.

ACTA is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. ACTA welcomes applicants from diverse backgrounds and seeks to hire qualified staff reflecting the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, and socio-economic status.

ATTACHMENTS

ACTA's Mission and Values

ACTA's Current Fundraising Benchmarks

ACTA'S MISSION

The Alliance for California Traditional Arts promotes and supports ways for cultural traditions to thrive now and into the future.

ACTA'S RACIAL AND CULTURAL EQUITY STATEMENT, POLICY AND PLAN

ACTA works at the intersection of traditional arts and social justice. The organization understands that in order to promote and sustain the rich diversity of California's living cultural traditions, a deep commitment to diversity, equity and inclusion is required as a basis for truly transformative policy and action. ACTA has embodied this commitment and since its inception worked from this premise, putting forth its values in every aspect of its work.

See ACTA's full Racial and Cultural Equity Policy and Plan [here](#).

ACTA'S GUIDING PRINCIPLES

ACTA's work is guided by three core principles that are lived with openness, generosity, playfulness, and sweetness of soul.

CULTURAL DEMOCRACY

- ACTA promotes the equality of cultures and works to create an environment in which all cultural expressions can be represented and encouraged. ACTA validates and celebrates the diverse cultures that give California its unique quality of place.

ENGAGEMENT

- ACTA works to engage all Californians—not just traditional artists and practitioners--believing that everyone can be a maker and everyone can be a partaker in their own culture. We believe that creating a space for people to express themselves is good for the health of the community.
- ACTA seeks to involve all generations. It supports the natural cultural transmission from elders to children. There is no particular class, gender, age or religion of our participants.
- ACTA visits people in their homes—their physical homes, geographic homes, and cultural homes. It seeks to engage both the urban and rural communities that make up the fabric of the state, recognizing the deep connections between culture and sense of place.

RESPECT

- ACTA has a deep sense of the intrinsic worth of cultural expression and works to value the diversity of that expression as an emanation of our global humanity.
- ACTA listens to artists. We encourage them to speak in their own voices. As artists are recognized, it impacts individuals and their communities. We believe the valuing of individual relationships is key to successful organizational and community relationships.

ACTA FISCAL YEAR ENDING 2021 – FUNDRAISING BENCHMARKS

| Source | Number | Dollar Amount |
|----------------------------|---------------|----------------------|
| Foundations | 12 funders | \$1,987,656 |
| Government | 4 funders | \$436,093 |
| Individuals | 95 donors | \$14,995 |
| Earned (Contract Services) | 8 contracts | \$2,284,495 |
| Total | | \$4,723,239 |