



URBANO

Urbano is an art studio that brings together artist-mentors, local youth and community members to learn, and experiment through creative placemaking.

COME WORK WITH US!!!



Urbano Project is seeking a Development Manager

Deadline: Open until the position is filled

Supervisor: Artistic Director

Position Overview: Assists Artistic Director with development and fundraising, budget updates, donor outreach, and special events. Works with Arts Education Programs Manager and Marketing Consultant to plan and coordinate Urbano's outreach to community members, media, and organizational partners through print and digital materials
This is a part time position: 20-30 hours per week.

Qualifications: The successful candidate will be able to work effectively in a small nonprofit organization and demonstrate the following qualifications:

- Formal training in nonprofit management/administration, development, grant-writing (Master's degree level or 3-5 years experience a plus), with experience working in the arts sector, preferably in education, creative youth development, or social justice work.
- A successful track record of fundraising and prospecting with both grants and individual donations.
- Excellent communication and writing skills and experience developing relationships with funders and donors.
- Proficiency with Excel and fundraising platforms such as Salesforce, Raiser's Edge, etc.
- Ability to work under pressure and manage multiple projects.
- Prioritize and meet strict deadlines.
- Availability to work some evenings and weekends for special events.

Direct Responsibilities: Work closely with the Executive Director to develop and implement a comprehensive fundraising and development strategy, with timelines and milestones.

Development and Fundraising

- Support the Executive Director to cultivate relationships with individual donors, corporate, foundation, government funders, and other strategic partners.
- Maintain detailed reports and calendars on all major fundraising, development initiatives.
- Implement a strategy to increase individual giving and diversify Urbano's funding base over the next two years.
- Research and identify funding prospects.
- Prepare detailed and compelling proposals, grant applications and reports.
- Collaborate with the Executive Director and Art Education Manager to prepare strong support materials, documentation and financial documents.
- Ensure accurate and timely grant reporting to foundation and corporate supporters.
- Develop and execute individual giving and corporate sponsorship campaigns.
- Plan and execute fundraising and community outreach events with attention to the development and management of timelines and budgets.
- Manage grant processes from request to final report, and maintain detailed development tracking and filing systems.
- Participate in funders' events.
- Follow up Urbano's budget with the input of the Executive Director and the Art Education Programs Manager *(with the support of the Accountant Consultant)*.
- Produce internal and external reports with support from the Art Education Programs Manager.

Communications and Social Media

- Work closely with the Arts Education Programs Manager, the Artistic Director, and the Marketing Consultant to design and implement an annual media/marketing plan to effectively communicate to stakeholders and funders about the progress of Urbano's programs and projects.
- Update social media apps as needed.

About Our Organization: Urbano brings together urban teens and professional artists to ignite social change through collaborative works of contemporary art and performance. Together we develop future generations of artists and creative leaders committed to an equitable and sustainable Boston.

Established in 2009 and incorporated in 2012, Urbano's innovative approach to engaging urban youth in the contemporary arts has made the organization a recognized leader in the field. Urbano was honored by the President's Committee on the Arts and Humanities as a Youth Program Award finalist in 2011 and 2012, and received the Massachusetts College of Art and Design Excellence in Art Education Award in 2012. Major funders include the National Endowment for the Arts, the Surdna Foundation, the Barr Foundation, and the Boston Foundation.

Urbano's program objectives are to:

- Offer urban teens high-quality arts education experiences, including opportunities to develop an awareness and appreciation of contemporary arts and the role the arts can play to effect social change.
- Challenge teens to express a strengthened identity as active, powerful, and engaged citizens of Boston.
- Support teens to explore and pursue their interests and develop as young people with the greatest chance for social and personal success.
- Promote civic engagement through participatory and publicly sited works of art that address the major issues of our times.

Urbano Project is an equal opportunity employer.

To apply please send a one-page cover letter, two-page maximum resume and one-page contact information for 3 references to:

Stella McGregor
Executive Director
Urbano Project
29 Germania St.
Jamaica Plain, MA 02130
stella@urbanoproject.org

Questions? Contact mariapaula@urbanoproject.org 617-983-1007

Visit us at www.urbanoproject.org