



## **Development Manager**

### **Working at Portland Ovations:**

Ovations is a vibrant non-profit performing arts organization in Portland, Maine connecting artists and audiences through a diverse array of arts experiences onstage and off. With performances in classical, pop, jazz and global music; traditional, classical and contemporary dance; and theater ranging from solo tour-de-forces to Broadway National Tours, Ovations aims to make the performing arts an integral part of every day life. Join our small, but mighty and dedicated team in our new office and gathering space on Exchange St. at the heart of Portland's Arts District.

### **Key Areas of Responsibility:**

- Collaborates with team members to reach revenue goals for Membership and individual giving.
- Monitors and reports out on acquisition and attrition rates of Membership.
- Manages Membership communications, promotions and opportunities.
- Provides assistance in prospecting and tracking of major gifts.
- Manages project management software for the development department.
- Stewards corporate relationships to ensure use of sponsor benefits.
- Works with team members to execute receptions and special events.
- Manages annual grant calendar and related activities.
- Serves as a development database manager. Training provided.

### **Skills & Qualities:**

- Commitment to active anti-racism and challenging systemic racism.
- A deep interest in Ovations' ongoing equity, diversity and inclusion efforts.
- Intercultural sensitivity towards people of various identity markers and life experiences.
- Willingness to continuously challenge norms and embrace new ideas and ways of working.
- Excellent project management, writing and proofing skills.
- Strategic, flexible and creative thinker.
- Experience and interest in nonprofit fundraising.
- Enjoys working collaboratively with team members.

### **Hours and Compensation:**

- Full-time 40 hour a week position. Salary: \$45,000 plus health insurance and other benefits.

**Our Values:**

Portland Ovation values and is committed to equity and social justice for all. We celebrate, support, and learn from our differences and believe an inclusive and diverse workplace creates a thriving organization benefiting our employees, our programs, and our communities. Ovation is proud to be an Equal Opportunity Employer and welcomes applications from candidates demonstrating diversity of race, gender, sexual orientation, religion, ethnicity and national origin.

**Health & Safety:**

As an organization dedicated to gathering people for live performance experiences, Ovation prioritizes the health and safety of its staff, artists, event workers, audiences, board and volunteers. As such, Ovation expects all employees to be fully vaccinated for COVID-19. If after receiving a job offer, candidates have questions about this expectation, please contact us.

**To Apply:**

Please send a cover letter, resume and 3 references (will not contact without permission) with the subject line "Development Manager" to [info@portlandovations.org](mailto:info@portlandovations.org). We look forward to meeting you!