



## **Development Manager (FT Position)**

### **POSITION OVERVIEW**

Since 1996, the Center for Craft has been a driving force behind the preservation and innovation of craft. We catalyze the field through grants and fellowships to artists and scholars, exhibitions in our downtown Asheville gallery, and public programs that tell the story of how and why craft matters. The Development Manager is a key part of the Center for Craft's dedicated team, with exposure to all aspects of the organization's work. They establish and maintain the systems and relationships that enable our success.

In partnership with the Director of Development & Marketing, the Development Manager creates and executes an annual fundraising plan and related appeals to raise 20% or more of the Center for Craft's annual operating budget. The Development Manager maintains backend fundraising systems, serves as a philanthropic ambassador for the organization, and supports the organization's directors in cultivating relationships and expanding donor awareness and engagement.

The Development Manager expands the Center's donor base by diversifying funding across individual giving (from membership to major gifts), family foundation grants, and corporate support. They steward the planning and execution of fundraising and cultivation events, support board engagement in fundraising, and produce compelling campaign and marketing materials to maximize prospect and donor engagement. The position is complemented by a Grants Manager peer focused on institutional fundraising.

**Compensation:** This position is full-time and exempt, with occasional evenings/weekends, and reports to the Director of Development & Marketing. The starting salary is \$60,000, with full benefits including Medical/Dental, Life Insurance, LTD and STD, and 401K, as well as three weeks of paid leave and recognized federal holidays. This position is required to work on site. Relocation assistance is not available.

**Deadline:** Applications will be accepted through February 22, 2026.

### **POSITION RESPONSIBILITIES**

#### **Annual Fundraising Plan and Special Events (45%)**

- Convey the meaning and importance of the Center for Craft's mission and vision to prospects, donors, members, partners, and sponsors

- Establish and maintain a communications plan and timeline for donor and member outreach, including creating automated workflows and tasks within the Center's database and other systems
- Plan and execute fundraising appeals to grow the Center's individual giving and membership, corporate partnerships, and private foundation grants, including segmenting donors, creating mailing lists, setting targeted ask levels, coordinating phone calls, processing and acknowledging gifts, and producing reports
- Serve as lead for the planning and execution of 2–3 fundraising and stewardship events per year, including coordinating contractors and tracking performance
- Solicit corporate sponsorships and secure in-kind donations
- Provide support during programs and community engagement activities with special attention to donors
- Engage and manage consultants and contractors; manage volunteers as necessary

#### **Technology and Reporting (25%)**

- With Director of Development & Marketing, establish fundraising dashboard and provide monthly progress reports on key metrics
- Track and reconcile annual donations, pledges, and memberships to ensure gifts are properly recorded and coded
- Automate processes to manage recurring gifts and memberships to grow retention and renewal rates
- Create and track pledge installments and reminders
- Update and maintain donor records to ensure accuracy of lists
- Create and update public-facing forms and work with web developer to create frictionless solutions for donors and members
- Maintain annual charitable solicitation licenses through Affinity

#### **Stewardship: Donor Prospecting and Cultivation (20%)**

- Implement a year-round stewardship plan for donors of all giving levels by recognizing the impact of gifts, communicating progress and results, inspiring involvement, and ensuring a quality experience
- Update and maintain moves management grid and assign tasks to Directors to cultivate relationships
- Collect and record contact reports in donor database to track relationships
- Draft and review funder proposals and reports
- Prepare prospect profiles and research to support individual solicitations

#### **Additional Development Support (10%)**

- Reconcile check deposits and donations weekly

- Prepare fundraising expense and income projections for quarterly board reports
- Prepare contractor and vendor agreements as needed
- Assist with other projects as needed

## QUALIFICATIONS

The ideal candidate will have a bachelor's degree in the liberal arts or other relevant field and 4+ years of nonprofit fundraising experience focused on individual donors at organizations with budgets over \$1 million. Candidates should understand philanthropic trends and best practices in donor-centered fundraising. Experience in fundraising for the arts and/or craft fields strongly preferred.

Candidates should also demonstrate a can-do attitude, an entrepreneurial approach, and a motivation for growth. They will be versatile and equally comfortable as an event organizer, collateral writer, and database manager. The following skills, qualities, and experiences are also a priority:

- Skill cultivating and soliciting individuals and corporate sponsors of \$5,000 or more
- Experience growing and diversifying revenue sources, as well as engaging and developing staff and volunteers in fundraising efforts
- Background in and passion for the arts; familiarity with the field of craft
- Outgoing demeanor and an ability to professionally and confidently build trust and represent the Center for Craft to all public constituencies
- High level of discretion in dealing with sensitive donor information
- Excellent written and verbal communication skills; strong copyediting skills
- Highly collaborative, both with internal teams as well as external partners
- Extensive project management experience
- Strong organizational skills
- Ability to prioritize and work on multiple projects simultaneously within limited timeframes
- Advanced technical knowledge, including Google Suite; Microsoft Office; Little Green Light or similar database experience; and web, email, and social media publishing
- Basic layout and design skills
- Careful attention to detail

The Center for Craft is an Equal Opportunity Employer. We do not discriminate against any individual or group based on age, disability, gender, national origin, race, religion, sexual orientation, or Veteran status. The Center encourages applications from candidates who can complement the Center for Craft's Diversity, Equity, Accessibility, and Inclusion

work by offering unique perspectives and understanding of issues impacting groups traditionally underrepresented in the field. Applying does not constitute a promise or guarantee of employment.

### **TO APPLY**

Please send the [application form](#), cover letter, and resume to Daniel Nevers, Director of Development & Marketing, at [dnevers@centerforcraft.org](mailto:dnevers@centerforcraft.org). No phone calls, please.

Offer of employment is contingent on successfully passing a background check.

### **ABOUT THE CENTER FOR CRAFT**

Founded in 1996, the Center for Craft is a national 501(c)(3) nonprofit organization whose mission is to resource, catalyze, and amplify how and why craft matters. We increase access to craft by empowering and resourcing artists, researchers, organizations, and communities through grants, fellowships, and programs that bring people together. The Center is widely acknowledged as one of the most influential organizations working on behalf of craft in the United States. For more information, visit [centerforcraft.org](http://centerforcraft.org) and follow the Center on [Facebook](#) and [Instagram](#).