



Position: Development Manager

Full-time

Organization Overview: The Cowles Center was developed and is owned and operated by Artspace Projects, an affordable real estate developer of artist spaces. Located in the theater district of downtown Minneapolis, the Cowles consists of two historic buildings, The Goodale Theater (formerly Shubert), Hennepin Center, and the newly constructed U.S. Bank Atrium, which houses the Target Education Studio. As an organization, the Cowles is a dynamic performing arts hub that provides performances, community engagement, and education.

Position Summary: The Development Manager is responsible for supporting the work of the Advancement team with a particular focus on the Annual Fund, fundraising strategies for events, and oversight of the donor database. This position will also serve as a liaison and resource for the Cowles Council. As a member of the Advancement team, this position will help to implement and support the planning and execution of an annual fundraising plan that results in a growth of the number of donors, deepening of relationship with donors, and identification of prospects for future development.

Reports to: Director of Advancement, The Cowles Center

Responsibilities

Annual Fund (30%)

- Assist in writing and assembling general solicitations, including common grant proposals for institutional funders.
- Manages all aspects of direct solicitation campaigns from the creative process through production — partner with the marketing team, vendors, and others for execution.

Event Management (30%)

- Lead the planning and execution of special events, including event budgeting, developing marketing and presentation materials, and planning program components.
- Participate in events with an emphasis on networking, building relationships, and cultivating current and potential supporters.

Database Management (30%)

- Keep the database up to date and perform the ongoing cleanup. Investigate and resolve any system errors and problems. Identify opportunities for process improvement.

- Complete year-end analysis and special data analysis projects as needed to inform department strategy and measure performance.
- Create queries and reports from donor dataset as needed – produce mail lists for appeal letters, newsletters, etc.

Council Liaison and Prospect Research (10%)

- Maintain and manage meeting minutes and documents for Council meetings.
- Set-up and aid in the facilitation of Council meetings.
- Create prospect research reports on prospective members, donors, and funders.

Skills and Qualifications

- Bachelors degree or equivalent experience
- Competency in Microsoft Office suite
- 2-5 years of experience working in fundraising
- Strong organizational, analytical, and critical thinking skills
- Ability to work effectively with a diverse group of people
- Capacity to balance multiple competing priorities, complex situations, and tight deadlines
- Self-motivated, creative, and able to work independently and as part of a team
- Strong written and verbal communications
- Customer service skills, including comfort engaging with donors and talking on the phone
- Willingness to attend evening and weekend events, typically 1-2 evenings a month
- Ability to assist in event set-up and decoration if necessary, and lift 20 lbs
- Proficiency in Adobe Creative Suite a plus

Compensation/Benefits

Salary: Dependent on Qualifications

Benefits: Medical and dental care, 403(b) Savings Plan, Health Savings Account, generous PTO.

The Cowles Center provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age.

To Apply

Please send a letter of interest and resume to Kate Tucker, Director of Advancement at kate.tucker@artspace.org.