

Manager of Individual Giving and Donor Relations

Reports To: Executive Director

Classification: Full-Time, Exempt

Location: Remote; based in a major ArtSmart service area (Greater NYC/NJ Metro area, Greater Philadelphia, San Francisco/Bay Area)

Salary: \$60,000–\$70,000, depending on experience and work location

Benefits: Generous and flexible PTO, flexible schedule, and an employer-funded QSEHRA to help cover eligible health insurance premiums and medical expenses.

The Opportunity

ArtSmart transforms the lives of youth in under-resourced communities across the United States through tuition-free music lessons and mentorship led by paid professional artists. We empower students of all backgrounds to express themselves creatively and develop holistically through two distinct program formats: the One-to-One Music Mentorship Program and the Vocal Theater Program. Our programs help students build a sense of confidence, capability, connection, belonging, and self-esteem, creating pathways for future opportunity. ArtSmart serves approximately 700 young people annually across the U.S.

As part of a growing and driven team, the Manager of Individual Giving and Donor Relations will collaborate closely with organizational leadership and staff and have a meaningful opportunity to shape and strengthen ArtSmart's fundraising program at an important stage of growth. This hands-on role will cultivate and expand ArtSmart's individual donor base, lead fundraising campaigns and donor-engagement events, and build upon ArtSmart's current fundraising systems.

The position offers consequential work, room to contribute ideas and grow professionally, flexible work arrangements, generous paid time off, and the ability to work remotely from a major ArtSmart service area.

Key Responsibilities

Individual Giving & Donor Engagement

- Manage and develop a portfolio of donors and prospects giving up to \$5,000, with responsibility for acquisition, cultivation, solicitation, renewal, reactivation, stewardship, and gift upgrades.
- Develop the annual individual-giving plan with the Executive Director, including revenue goals, pipeline stages, and strategies for moving relationships forward.
- Lead fundraising campaigns across email, social media, direct mail, and phone.
- Conduct virtual and in-person donor meetings and make direct asks within the assigned portfolio.
- Identify prospects ready for gifts above \$5,000 and coordinate a timely handoff to the Executive Director.
- Collaborate on ArtSmart's major donor portfolio through research, meeting preparation, correspondence, proposals, stewardship planning, and follow-up.

Events, Systems & Collaboration

- Plan and execute strategic fundraising, cultivation, and stewardship events, managing budgets, vendors, invitations, registration, guest communications, staffing, day-of execution, and follow-up.
- Collaborate with program staff and others to coordinate appropriate participation by students, mentors, artists, board members, staff, volunteers, and regional partners.
- Partner with development operations support staff to maintain accurate donor records, acknowledgments, workflows, and campaign reporting in DonorPerfect.
- Use donor data to identify retention risks, lapsed donors, upgrade opportunities, and high-potential prospects.
- Collaborate with the Executive Director, program staff, communications support, and institutional giving function on donor strategy, stories, reporting, and regional priorities.

Qualifications

- Bachelor's degree or an equivalent combination of education and professional experience.
- Three to five years of relevant experience in individual giving, annual giving, donor relations, fundraising campaigns, or nonprofit development.
- Demonstrated ability to cultivate and solicit donors, make a direct ask, execute appeals, and manage relationships with professionalism and sound judgment.
- Experience planning donor, fundraising, or mission-centered events from concept through follow-up.
- Excellent writing, interpersonal communication, organization, project management, and follow-through.
- Comfort learning and working in a CRM and using donor data to guide activity; DonorPerfect experience is helpful but not required.
- Genuine commitment to ArtSmart's mission and the ability to communicate that commitment authentically.

Work Arrangement

- Work remotely while maintaining a home base in or near a major ArtSmart service area; preference will be given to candidates in Greater Philadelphia, the Greater New York City/New Jersey metro area, or the San Francisco Bay Area.
- Flexible time off and significant autonomy in structuring the workday around responsibilities, deadlines, donor availability, and events.
- Occasional evening and weekend work and periodic local or national travel are required.

Equal Employment Opportunity

ArtSmart is an equal opportunity employer committed to an inclusive environment. We do not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or any other characteristic protected by applicable law.

To Apply: Email cover letter, resume, and three professional references to careers@artsmart.org by September 14, 2026.