



Development Lead

Part Time, 20 hours per week

Spudnik Press Cooperative seeks an organized, outgoing, and collaborative individual to support our fundraising strategies, with a focus on grants, individual giving, and special events. The Development Lead will work closely with the Executive Director to determine and implement fundraising strategies and communicate our values to a broad audience of supporters including current and prospective donors, artists, partners, art collectors and program alumni.

This position brings leadership to all development activities, and is responsible for successfully engaging people across the organization such as staff, the board of directors, members, and volunteers, in fundraising efforts. Through working in collaboration with others, the Development Lead will be able to maximize support for the organization through individual donations, in-kind contributions, sponsorships, grant funding, and special events.

This multifaceted position requires strong organization, project management, and communication skills. This work will require the use of databases and other shared organizational systems. All staff share the responsibility of serving on committees as needed, supporting interns, and staffing events. Staff are expected to bring passion and integrity to their work while enjoying the community of creative artists, makers, students, and teachers that contribute to Spudnik Press.

Responsibilities include:

Grants:

- Research and monitor foundation and government grant opportunities.
- Build positive relationship with existing and potential funding sources.
- Monitor and manage all grant reporting requirements.
- Maintain accurate and up-to-date materials regularly requested by funders.
- Write and edit clear, accurate, and persuasive letters of intent, grant proposals and reports that are tailored to each funder's focus areas, mission, specifications, and deadlines

Individual Giving:

- Co-create strategies and goals for qualification, cultivation, solicitation, and stewardship in order to create an active pipeline of support for Spudnik Press Cooperative.
- Maintain donor records using a CRM database in order to manage donor cultivation, target prospects, and track contributions
- Process donations and send donor communications related to cultivation, solicitation, and donation acknowledgement.
- Develop relationships with donors that lead to meaningful solicitations.
- Craft and present persuasive and compelling stewardship materials for donors such as appeals, acknowledgement letters, and impact reports.
- Work with program staff to identify impactful stories and utilize program-specific fundraising opportunities.

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Special Events:

- Project manage two key fundraising events annually.
- Coordinate various staff, board, and host committees to support event planning.
- Coordinate event logistics including vendors, volunteers, guest management and lists, mailings and other marketing efforts, online fundraising platforms, etc.
- Produce timelines, financial reports, and evaluation data for events.
- Assist with the solicitation and organization of in-kind donations, including artwork for our annual benefit auction.
- Manage all record-keeping for event invitees and attendees.

General:

- Work closely with marketing staff to develop copy and materials for annual reports, end-of-year appeals, capital campaigns, special events, and the "support" section of our website.
- Produce various reports for staff, board, and funders, as needed.

Key Skills and Qualifications:

- Previous not-for-profit development, fundraising, or administrative experience.
- Ability to synthesize information and translate it into strategy or action plans.
- Demonstrated interest in the philanthropic sector and Chicago's cultural community.
- Experience working with a Board of Directors preferred.
- Basic understanding of non-profit financials and budgeting processes.
- Strong writing skills; Grant writing experience preferred.
- Strong professional communication skills, with the ability to adjust communication style to accommodate multiple audiences.
- Proficient with Microsoft Office and Google Suite.
- Experience working with CRM databases.
- Detail oriented with consistent quality of work.
- Can handle sensitive information with the highest degree of integrity and confidentiality.

Working Environment:

- Organizational culture prioritizes cooperation and interdependent work
- Blend of in-person and remote work; Onsite job requirements to be discussed with interviewees.
- Open work space within high-energy printmaking studio

Compensation is \$18-20 per hour. Benefits include two weeks paid time off, plus up to six paid holidays per year. Additionally, all staff receive waived tuition for all Spudnik Press classes, and unlimited access to all general materials and equipment.

To apply, please send e-mail with cover letter, writing sample, and resume to angee@spudnikpress.org. Applications will be reviewed as they are received.

Spudnik Press Cooperative does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

