



Arts
Culture
Community
Lower East Side

Come work with us! FABnyc is seeking a **part time Development Manager**.

ABOUT FAB

Fourth Arts Block (FABnyc) is a team of artists, organizers, and planners working to preserve, sustain, and grow the cultural vibrancy of the Lower East Side neighborhood.

FABnyc was founded in 2001 by a coalition by cultural and community nonprofits on East 4th Street to save their homes. Today our commitment to sustaining the cultural character and diversity of the community extends across the LES: from 14th Street to Canal, from Bowery to the East River.

FABnyc works in partnership with the community – bringing artists and arts strategies to

- Fight physical and cultural displacement
- Build collective power and collaboration
- Increase equity and access to cultural resources and public space
- Support local resiliency and community health

Our work includes engaging a membership of 40+ cultural and community organizations, creating community art projects in collaboration with residents and local organizations on issues ranging from small business retention to sustainability, developing platforms and community-wide events to celebrate and preserve the unique cultural histories of the Lower East Side, providing affordable workspace for artists, and acting as a strong advocate for the partnerships of arts & culture in moving our city towards greater equity, inclusion, and justice.

FABnyc has an annual operating budget of \$320,000 of which 80% is contributed income. We have recently added new funding sources to our portfolio and expect to be able to grow our contributed income in the coming years.

FABnyc has a small, committed, and creative team. We value both collaboration and individual initiative, recognizing that both are necessary for us to be effective in our community.

POSITION

FAB is seeking a part-time **Development Manager** to both research and implement its foundation, corporate, government, and individual fundraising strategies. The role includes researching grant opportunities, cultivating donor relationships, grant writing, supporting fundraising events, and planning for long term organizational development.

The ideal candidate will have

- Excellent writing, communication, and interpersonal skills

- Capacity to take leadership on projects while thriving in a collaborative environment
- Ability to research, assess, and plan strategically
- Strong administrative skills, organized; can set goals and follow through with accountability
- Manages time efficiently with multiple projects at play
- Confidence to pick up the phone and make a cold call
- Fluency with Mac platforms; ease with Google Apps and Slack
- A commitment to inclusion and equity that has informed their work; a familiarity with an intersectional approach to social justice
- Excitement about the work FAB is doing in the Lower East Side

We are seeking a candidate with 2 years working in development and fundraising. We prefer a candidate with a background in non-profit arts or social justice organizations. We prefer a candidate familiar with community based arts organizations, socially engaged arts practices, and cultural organizing.

The Development Manager will report to the Executive Director, and collaborate with them on overall planning and development. They will also collaborate with other staff on projects including communications, grant reporting, annual appeal, and benefit.

Part time: 28 hours/week; compensation \$29,120 (based on \$20/hour). Does not include health insurance. FAB office hours are 10-6, Monday-Friday, so hours will be within that time frame.

Location: FAB office at Downtown Art, 70 East 4th Street.

SUBMISSIONS:

Please submit a cover letter, writing sample, and resume (in a single PDF) to Ryan Gilliam (ryan@fabnyc.org) Applications will be reviewed on a rolling basis, with priority given to those received by June 25, 2019 or before.

In the subject line, please specify “Your First and Last Name - Development Manager”. The cover letter should describe why you believe you are a good fit for FAB and this position.

As we are a small organization, please be advised that we cannot respond to all inquiries. We cannot accept reference letters, phone calls, and/or follow up emails. Only candidates for consideration will be contacted.

FABnyc has a strong commitment to principles of diversity, is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status. People of color, immigrants, women, LGBTQ+ folk, and members of other historically marginalized groups are especially welcome and encouraged to apply.