CAVE CANEM FOUNDATION, INC

Job Posting: Development Manager
Location: Currently remote, will be based in our Brooklyn, NY office in DUMBO
Status: Full-time/Overtime Exempt
Salary Range: $62,500-$65,000 per year plus health benefits, generous paid time off, and professional development opportunities
Reports to: Executive Director

Cave Canem Foundation is the premier institution for supporting the many voices of Black poetry: the home of the nation’s largest collection of Black writers. Formed in 1996 as a response to the lack of support and resources for poets of African descent, Cave Canem has become the national leader within the poetry community moving toward greater racial diversity, inclusion and accessibility in the field. The organization is entering a pivotal moment in its history and future as we prepare to celebrate our 25th anniversary, Cave Canem has become an influential movement with a renowned faculty, high achieving national fellowship of over 400 and a workshop community of 950 plus.

Cave Canem has had a dynamic impact on poetry in the U.S. and on the lives and careers of poets in the diaspora. An NEA study published in 2018 found that poetry readership has doubled in the past five years, with people of color now reading poetry at the highest rates. The American Academy of Poets has listed Cave Canem and several of the culturally-specific poetry organizations modeled after our programming as one of the primary drivers of this increased engagement. As we approach our 25th anniversary, our goal is to sustain and expand our organizational structure and resources to meet this demand, while continuing to make the poetic landscape more accessible for those who are turning to it most.

Cave Canem seeks a Development Manager who is passionate about poetry and the literary world, and excited to administer the existing revenue streams: a robust pool of individual donors, a healthy and diverse portfolio of foundation and government grants, as well as corporate sponsors and institutional partnerships. As we near our 25th anniversary, we hope to grow the overall budget and move the institution towards one that is as financially strong as its reputation and impact on the literary and poetry fields. For this role, we seek strong writers and storytellers. We are looking for candidates who will speak boldly on behalf of the organization and its incredible national impact and reach to mobilize support through philanthropic partnerships and investments.

The Development Manager should have an administrative and fundraising background, with particularly strong self-management, organizational, and communication skills.

**KEY RESPONSIBILITIES** include, but are not limited to:

- Support for the Executive Director’s efforts in fundraising and board engagement as it pertains to the needs of the organization, including providing staff support to the Board Development Committee;
- With assistance from the Executive Director, oversee and manage the execution of Cave Canem fundraising activities, including the planning and management of the overall CC revenue streams;
- Initiate new and relevant fundraising opportunities in foundation and government funding, manage grants calendar, provide foundation research and follow-up, draft grant proposals and write reports;
- Identify individual, corporate and foundation gift prospects;
● Oversee the planning and management of special events;
● Oversee the execution of social media fundraising campaigns and other digital fundraising initiatives, together with Cave Canem’s communications staff;
● Ensure that Cave Canem maintains current and long-standing relationships with funders, both individual and institutional;
● Together with Executive Director, manage Department budget, including income projections and expenses, coding and reconciling income, and audit preparation;
● Manage Development staff, including a Fundraising Coordinator, occasional Working Fellows, and Interns;
● Other duties as needed and necessary, including full participation in the Annual Retreat and other Cave Canem events.

QUALIFICATIONS

● Exceptional grant writing and storytelling abilities;
● Five years of progressive administrative/fundraising experience; nonprofit experience a plus;
● Forward-facing ability to represent the institution to potential funders and large investors; the ability to eloquently and comprehensively express the value proposition of the organization;
● Knowledge of the nonprofit arts fundraising landscape, including experience with foundation and government grant portals;
● Experience establishing new and innovative funding relationships and partnerships;
● Alumni relationships and fundraising initiatives experience;
● Experience designing and planning special events a plus;
● Experience with the literary arts, arts service organizations, and/or discipline specific arts organizations appreciated.

Our search is being facilitated by Red Olive Creative Consulting. To apply, please email a cover letter, resume, the names and contact information of two references and two writing samples as a single PDF document to: admin@redoliveconsulting.com

Please put in the email subject: CAVE CANEM DEVELOPMENT MANAGER. Applications will be accepted until the position is filled. Though we will not be able to contact all applicants, we hope to invite a first round of interviews by June 2020.

Cave Canem Foundation, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Cave Canem Foundation, Inc. is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.