

CAVE CANEM

Leadership Opportunity | Director of Development - Cave Canem

About Cave Canem

[Cave Canem](#) is a nonprofit organization, committed to cultivating the artistic and professional growth of Black poets. Founded by artists for artists, Cave Canem fosters community across the diaspora to enrich the field by facilitating a nurturing space in which to learn, experiment, create, and present. Cave Canem develops audiences for Black voices that have worked and are working in the craft of poetry.

Over the years, Cave Canem has grown from a gathering of 26 to become an influential movement with a renowned faculty, a high-achieving global fellowship of 500 poets, and a workshop community of over 1,000. Core programs include community-based workshops; cross-cultural talks and readings by acclaimed poets and scholars; book prizes publishing new voices; and our flagship annual writing retreat for today's most promising poets of African descent.

The Role

The Director of Development will play a pivotal role in supporting our mission to amplify and celebrate Black poets' contributions to and impact on literature. You will be responsible for creating and implementing fundraising strategies, donor cultivation, and overseeing various development initiatives to ensure the financial sustainability and continued growth of the Cave Canem. The successful candidate will be a key partner to executive leadership in moving the institution towards one that is as financially strong as its reputation and impact on the literary and poetry fields.

For this role, 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 Director of Development will be 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.

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What You Will Do

1. *Fundraising Strategy*: In partnership with the Executive Director, develop and execute comprehensive fundraising strategies to meet annual revenue targets and ensure the sustainability and growth of Cave Canem.
2. *Donor Cultivation*: Identify, cultivate, and steward relationships with individual donors, major donors, corporate partners, foundations, and government agencies.
3. *Grant Writing and Management*: Research and identify grant opportunities, write compelling grant proposals, and manage the grant application process from start to finish.
4. *Events Management*: Organize and oversee fundraising events, donor appreciation events, and other literary-themed gatherings to engage the community and generate financial support.
5. *Donor Communications*: Develop persuasive fundraising materials, appeal letters, and communication campaigns to effectively convey Cave Canem's mission and impact.
6. *Donor Database Management*: Maintain accurate and up-to-date donor records, track donor interactions, and generate reports to monitor fundraising progress.
7. *Collaboration*: Manage Development staff, including an Institutional Giving Coordinator, Development Assistant, and occasional interns and contractors. Collaborate with the program team to align fundraising efforts with the organization's strategic goals and programmatic initiatives.

Qualifications and Skills

- Proven experience in nonprofit fundraising, administration, or donor relations.
- Familiarity with the poetry community and a passion for promoting literature and literacy.
- Excellent written and verbal communication skills with the ability to craft compelling fundraising materials.
- Strong organizational skills, attention to detail, and ability to manage multiple projects simultaneously.
- Proficiency in donor management software, database systems, and Microsoft Office suite.
- Ability to work independently and collaboratively, as well as lead a team of development professionals and volunteers.
- Flexibility to work occasional evenings or weekends for events or donor meetings.

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Compensation | The salary is \$90,000. This is an exempt position and benefits include medical and dental insurance, 401K match, generous paid time off, and professional development opportunities.

Location | Brooklyn, NY office in DUMBO.

Hours | Hybrid/in-office and remote schedule. Office hours are Monday–Friday, 10 am to 6 pm.

Who You Will Report To | The Executive Director of Cave Canem, Lisa Willis.

How To Apply | Nominations and inquiries are welcome. To apply, please submit a resume by email to jobs@ccpoets.org with “DEVELOPMENT DIRECTOR” in the subject line.

Cave Canem Foundation, Inc. is committed to building a culturally diverse community and strongly encourages qualified female-identified candidates and candidates of color to apply.

Join us in our mission to inspire creativity, and enrich our community through the power of storytelling and the written word. As the Development Manager, your efforts will directly contribute to the growth and impact of Cave Canem.