

## **CFA Job Description: COMMUNITY and DONOR RELATIONS MANAGER**

PT Employee: 15-20 HOURS WEEKLY  
Reports to the Chair, Board of Directors

### **COMMUNITY AND DONOR RELATIONS MANAGER**

The Community and Donor Relations Manager will be responsible for all fundraising for events produced by the Center for the Arts, to include research and solicitation of businesses and individuals for sponsorships, memberships and grants. Must possess strong writing and computer skills. The Manager will work 15-20 hours weekly, year-round, from home as a part-time employee. The Center for the Arts is a 501-C3, Nonprofit arts organization serving the greater Kearsarge Lake Sunapee Region. Please email resume and cover letter to [info@centerfortheartsnh.org](mailto:info@centerfortheartsnh.org) by June 5.

### **COMMUNITY AND DONOR RELATIONS MANAGER**

#### ***Duties:***

In concert with the Chair of the Board of Directors, assess the fundraising needs of the CFA and design and carry-out a strategy for solicitation of local, regional and state businesses as well as of individuals in support of the CFA Programs.

Assess appropriate vehicles for support of the general operations as well as specific programs of the CFA: management, education, scholarships, annual fund and endowment.

Research and Solicit appropriate businesses and individuals directly for support of CFA Programs and manage volunteers to assist as needed.

Research and write grants in support of CFA programs.

Write and distribute solicitations for Annual Fund, Membership, and Program Support.