

AEMS: Arts Education in Maryland Schools Development Manager Job Description

Under the direction of AEMS Executive Director, and in collaboration with the Deputy Director, the Development Manager implements and develops fundraising strategies to maintain the organization's financial sustainability and increase its financial capacity through grant research and writing, and fundraising initiatives that diversify AEMS's funding sources.

AEMS MISSION & VISION

AEMS is committed to ensuring that all students in the state of Maryland have access to high quality arts education by mobilizing power to communities through advocacy programs, professional and leadership programs, and resource building and sharing. We envision a public education system in Maryland that supports, cultivates, nurtures, and uplifts ALL students' creativity through a robust arts education experience so that they can thrive in a healthy society.

AEMS VALUES

Community, Racial Equity, Creativity, and Growth (for more information on these values and on the AEMS Board of Trustees go to <https://aems-edu.org/about-us/>)

AEMS HISTORY

In response to growing concern about the diminishing quality and equity of access to arts education in Maryland's public schools, the Maryland State Arts Council, in partnership with the Maryland State Department of Education, formed Arts Education in Maryland Schools (AEMS) in June 1992. Several beliefs inspired this effort: the importance of cultural literacy in teaching and learning; the arts' intrinsic value in childhood development; and the ability to enhance learning and create positive school environments. AEMS incorporated as a 501(c)(3) Maryland non-profit organization in November 1997.

AEMS facilitates improving the quality of, and access to, arts education for all Maryland public school students through an array of interrelated strategies including supporting arts education policy and advocacy efforts, developing and maintaining collaborative relationships with school systems and fine arts supervisors, creating professional learning communities for educator growth, educating key arts education stakeholders on how to become advocates themselves, disseminating information, organizing focused task forces, acting as a fiscal agent for the State Department of Education Fine Arts Offices' myriad professional development programs for arts educators, and hosting recognition programs.

SUMMARY

The Development Manager is responsible for executing AEMS' development activities including planning, organizing and directing fundraising; writing and managing grant proposals, reports, appeals, and campaigns; conducting prospect research; and developing and executing strategies for diversification of funding sources.

RESPONSIBILITIES

Manage development, fundraising, and committee responsibilities:

- Retain and increase corporate, foundation, and state grants annually
- Research prospects, initiate asks and stewardship meetings between donors and board members (and/or leadership)
- Author appeal letters, grant requests and grant reports
- Support the writing of the annual report
- Execute the organization's annual and individual appeals

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- Author summary development reports to inform board and committees about fundraising activities
- Work with Executive Director and board members to diversify funds and execute anti-racist fundraising strategies
- Create and implement donor stewardship strategies
- Provide resources and guidance for AEMS Trustees and volunteers to support fundraising efforts

Support development, programming, and operational activities:

- Perform public speaking engagements on behalf of the organization
- Collaborate with staff on external publications and internal documents
- Host site-visits, public appearances, and special events on behalf of the Executive Director
- Recruit, organize, and supervise volunteers
- Collaborate with the Deputy Director and bookkeeper on monthly budget reconciliation and annual audit?
- Participate in staff meetings, quarterly board meetings, and development committee meetings
- Collaborate with staff on program evaluations to measure social impact

QUALIFICATIONS

- Bachelor's degree or comparative work experience
- A background or interest in the arts and/or education
- Excellent management, written and oral communication skills, ability to prioritize and manage multiple deadlines
- 2+ Years Experience in fundraising or related field
- Knowledge of and experience with grant research and writing
- Skill with office management platforms such as Microsoft Office, G-Suite, etc.,
- Commitment to AEMS values: Racial equity, Community, Creativity, and Growth

PREFERRED QUALIFICATIONS

- Experience in communications, marketing, advocacy, writing, and/or publication
- Maryland Resident
- Development knowledge of Baltimore Metro and Maryland region preferred
- Nonprofit experience
- Understanding of arts education policy
- Experience with donor/payment processing and mass-communication platforms such as eTapestry, Constant Contact, Network For Good, Salesforce

COMPENSATION & POLICIES

Salary

AEMS uses a transparent, tiered system of compensation for all employees under the Executive Director (whose salary is determined by the Board of Trustees). Salaries are paid twice monthly, on the 15th and final day of each month (or closest business day to those dates). The base pay for the Development Manager position would range between \$50,000 and \$55,000.

Health Insurance

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AEMS does not provide employer-offered health insurance to employees. However, AEMS provides a health insurance stipend of \$400 monthly (paid as two installments per month of \$200) in addition to the employee's salary to help cover an employee's individually selected health insurance plan.

Vacation/Paid Time Off

AEMS offers 10 paid vacation days to employees in their first year of employment at AEMS, and 15 paid vacation days to employees who have worked more than 2 full years at AEMS. From Memorial Day to Labor Day, AEMS has 'Summer Fridays' and is closed on those days during the summer with no reduction in pay. AEMS additionally honors all federal holidays and follows the Maryland State Department of Education's calendar of school holidays. Employees who request paid time off for religious holidays not incorporated into the State Department of Education calendar will be granted those holidays off.

Transportation and Travel

AEMS does not provide company transportation to employees, but compensates employees for non-commuting work-based travel based upon the annually-updated Federal Mileage Reimbursement amount. Employees are also reimbursed for any work-based travel expenses such as food and hotel expenses incurred as a result of AEMS business.

Work from Home Policy

As a result of the COVID-19 Pandemic, AEMS transitioned to fully virtual work in the Spring of 2020. While we anticipate a return to in-person activities in some form over the next 12 months, AEMS is flexible to work with individual employees on work schedules and work from home plans that allow them to remain safe, healthy, and accommodate their needs.

Please e-mail resume and cover letter to Deputy Director Peter Dayton at pdayton@aems-edu.org