

Manager of Grants & Development Communications

Status: Full-time, salaried position (exempt employee)

Benefits: yes

Reports to: Director of Development

Direct reports: N/A

About Marwen:

Marwen educates and inspires young people to nurture their growth and build their futures through art and community. Founded in 1987, the no-cost studio and pathway programs exist for young people in Chicago who want to explore visual arts and do not have access to arts programming due to financial and systemic barriers. Courses are facilitated by cohorts of intergenerational teaching artist teams. For more information, visit www.marwen.org.

Overview of Position:

Marwen seeks a passionate and innovative fundraiser who believes in the power of young people, community, and the arts to lead efforts for social change. The Manager of Grants & Development Communications serves as the guiding voice for all development communications, as well as leading the identification, cultivation, and solicitation of grants from foundation, corporate, and government sources to meet Marwen's funding needs and opportunities. Grant revenue currently accounts for 30% of the organization's annual operating budget, with ample opportunity for growth through prospecting and innovative work with Marwen program staff. The Manager will work in partnership with the Director of Development to develop impactful messaging for fundraising pieces including Annual Fund campaigns and stewardship reports in collaboration with the Communications team. Finally, the role will maintain accurate and organized corporate, foundation, and government fundraising records and reports for use by Marwen's directors and trustees.

Core Role & Responsibilities:

Corporate, Foundation and Government Fundraising

- Manage the preparation, review and timely submission of grant proposals, reports, budgets, and other grant requirements.
- Collaborate with Marwen's Program department to ensure accurate and compelling descriptions of programming efforts, goals, and impact.
- Collaborate with Marwen's finance department to create accurate financial reports, projections and budgets.
- Plan and execute funder visits for the Executive Director, Director of Development, and engage other staff and Board members as necessary.
- Prepare annual income budgets for grants revenue and collaborate with the Director of Development and Director of Finance and Administration to track progress toward goals.
- Monitor local and national trends in philanthropy and impact messaging, particularly in the arts and culture, education, and youth development space.
- Conduct ongoing prospect research, and in partnership with the Director of Development and Executive Director, identify and implement thoughtful strategies to attract new and increased funding from government and foundation grant makers.
- Maintain accurate electronic and paper records related to grants, as well as deadline calendars using Raiser's Edge

Annual Fund and Communications

- Work in collaboration with the Director of Development to develop a suite of impactful messages communicating Marwen's mission, vision and key objectives that can be used across the department for various projects.
- Develop and author Marwen's annual fund campaign strategy and messaging in collaboration with other development department members and the Communications team, including expansion into the digital sphere.
- Research and identify trends in development communications industry-wide, but specifically as it relates to the work of creative youth development.

The ideal candidate will have:

- Bachelor's degree preferred
- 3-5 years of experience in institutional fundraising or annual fund communication, strongly desirable that the candidate possesses a working knowledge of the Chicago and national philanthropic community
- Excellent written and verbal communicator with the ability to appropriately align Marwen's programs with funders' areas of interest
- Strong organizational skills and the ability to work autonomously and collaboratively to set goals, establish priorities, and achieve objectives
- Experience with or interest in the visual arts or youth development programs
- Goal-oriented with a proven ability to prioritize and move projects forward
- High level of initiative, energy, flexibility and resilience, as well as a willingness and excitement to work in a highly collaborative environment
- Proficiency with Microsoft Office and related fundraising databases

The compensation for this position is \$50-55K annually commensurate with experience, generous PTO, full health benefits, and retirement plan match. Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color.

Please send a resume and cover letter to GrantsManager@marwen.org with the subject line "Manager of Grants & Development Communications" The deadline for applications is rolling until the position is filled.