



**KENTUCKY COLLEGE OF ART + DESIGN**  
**At Spalding University**  
**845 South 3rd Street**  
**Louisville, KY 40203**  
[www.kycad.spalding.edu](http://www.kycad.spalding.edu)

**Title:** Development Manager

**Classification:** Full-time

**Reports to:** Director of Institutional Advancement

**Experience Range:** at least 5 year's experience in development, marketing or related fields

**Benefits:** Eligible for health insurance and paid vacation / sick time

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**Submission Requirements:**

Submit the following materials electronically to Meghan Caplan at:  
KyCADAdvancement@gmail.com. In the subject line please type "Development Manager Job Post".

- 1.) A one page cover letter, which speaks to your specific interest, and outlines skills and/or experience that directly relates to this position.
  - 2.) A resume.
  - 3.) A list of three references with email and phone numbers.
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**The KyCAD Vision and Mission:**

The Kentucky College of Art + Design opens the door to a creative and productive life through a higher education in the visual arts. The long term vision for KyCAD is to become an independent, nationally recognized visual arts college dedicated to excellence in art education. Through the lens of art, students will be nurtured in the individualized exploration, development, and expression of their creative spirit, while honing their artistic practice through exposure to traditional as well as contemporary art practices.

*KyCAD is an Equal Employment Opportunity/ Affirmative Action employer. We comply with all federal, state and local equal employment opportunity laws. It is our policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status.*



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**Purpose:**

The Development Manager will play an integral role in the success of KyCAD by participating in all fundraising activities. They will be responsible for providing comprehensive campaign support and tracking; and managing the annual fund. The following is a list of duties and responsibilities, but is not exhaustive.

**Primary Duties and Responsibilities:**

Major Gift Campaign

- Provide administrative and organizational support for the campaign – organizing volunteers who are making calls through campaign tracking.
- Manage the scheduling of varied and complex meetings related to the fundraising campaign, and coordinate donor meeting set-up, preparation, and follow up with assistance of the department administrative assistant.
- Take notes and minutes for campaign steering committee meetings; follow up minutes and individual tracking sheets to be completed and distributed timely.
- Track all current leads for the campaign, where we stand, and the next moves management technique. Work with the Donor Perfect Database system to accurately record and track the cultivation and solicitation activities and other relevant information related to donors and prospective donors.

Annual Fund

- Implement and manage the annual fund program.
- In conjunction with the communications department manage the annual fund's direct mail and publications, including website, print materials, electronic communications, and direct solicitations.
- Steward annual fund donors through correspondence, phone calls, and meetings.

General

- Maintain timely donor communications through newsletters, promotional items, invitation to events, hand written notes, and email correspondence with assistance of the department administrative assistant.
- Proactively keep up to date records on where we stand with all levels of giving, what contacts were made, and next steps for the Development Team.
- Prepare prior giving reports for individual donor and prospective donor meetings and tours.
- Prepare briefs on special events and organize the Development Team's attendance and event follow up.
- Attend community events as the KyCAD representative.
- Other duties as assigned.



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**Qualifications:**

- Bachelor's degree in related field, or experience working in an advancement office preferred.
- Excellent research, verbal, and written communication skills are required to succeed in this position.
- Must be able to prioritize multiple demands and analyze information with minimal direction.
- Task oriented self-starter, with good problem solving abilities.
- Ability to manage multiple projects with flexibility and follow through in a fast paced environment.
- Must be a team player and share the values and standards of professionalism at KyCAD.
- Able to respect the confidentiality of donors and their sensitive financial information.
- Represent KyCAD in a professional and positive manner with donors and the community.

**Necessary Skills:**

- DonorPerfect and WealthEngine software knowledge
- Proficiency in Microsoft Office Suite including Excel, Word, and Outlook
- Experience with Google Documents & Asana project management software
- Ability to use Mac computers
- Able to lift 30 lbs. for moving boxes of equipment or supplies as needed