Development and Communications Manager (On-Site)

Date of Position Description: November 2026

Division or Department: Durham Arts Council Development Department

Salary: $50,000 Paid semi-monthly. Full-time exempt status benefits.

Position Reports to: Director of Development and Communications

Position Summary:

The Development & Communications Manager plays an integral role in advancing Durham Arts Council's mission through fundraising, marketing, and community engagement. Working closely with the Director of Development & Communications, this position helps strengthen relationships with donors, sponsors, community partners, and audiences while supporting the organization's growing fundraising and communications initiatives.

This role combines creative storytelling with hands-on fundraising coordination and administrative support. The Manager supports the implementation of development and communications strategies established by the Director of Development & Communications, managing day-to-day projects, donor database operations, fundraising campaign & event logistics, and communications activities. The ideal candidate is organized, proactive, and comfortable balancing creative projects with detail-oriented administrative responsibilities.

Fundraising & Development (45%)

- Support the implementation of annual fundraising initiatives, including individual giving campaigns, corporate sponsorships, donor stewardship, and special events.
- Support the planning, coordination, and execution of fundraising events, including sponsorship management, event logistics, in-kind support, raffle and silent auctions, and post-event follow-up.
- Assist in coordinating sponsorship outreach, including preparing solicitation materials, communicating with prospective sponsors, tracking follow-ups, and assisting with securing commitments.
- Manage sponsorship benefits fulfillment, ensuring timely recognition, communications, and delivery of promised benefits.
- Assist in developing fundraising appeals, donor communications, sponsorship proposals, and campaign materials in collaboration with the Director of Development & Communications.

- Maintain accurate donor and prospect records in Bloomerang, including contact information, giving history, communications, and solicitation activities.
- Coordinate donation processing and gift administration, including:
    - Remote check deposits and gift entry.
    - Maintaining accurate donor records and generating reports.
    - Preparing and distributing acknowledgement letters and tax receipts within 48 hours of receiving donations.

Marketing & Communications (40%)

- Collaborate with DAC departments to gather, develop, and verify information about programs, events, classes, exhibitions, and community opportunities for promotion across organizational communication channels.
- Create engaging written and visual content, including photography, short-form videos, reels, stories, and social media posts for DAC's Instagram, Facebook, and other communications platforms.
- Write, design, and distribute DAC's weekly e-newsletter, *Art Vibes*, highlighting organizational programs, opportunities, fundraising initiatives, and community stories.
- Execute the promotion of DAC events and community events, exhibitions, fundraising campaigns, community partnerships, and grant opportunities in alignment with communications strategies established by the Director of Development & Communications.
- Maintain timely and accurate updates to the DAC website, including programs, events, artist opportunities, organizational news, and fundraising initiatives.
- Develop and maintain a public-facing Community Arts Calendar to promote arts and cultural opportunities throughout Durham.
- Support marketing campaigns for major DAC programs and events, including CenterFest, Durham Art Walk, DAC School, CAPS, and grant programs.
- Manage media relations, press releases, promotional partnerships, and other public relations activities.

Community Engagement & Events (15%)

- Serve as a welcoming, knowledgeable, and enthusiastic representative of Durham Arts Council, helping strengthen relationships with community members, artists, volunteers, and organizational partners.
- Represent DAC at community events, festivals, and partner activities, including staffing information tables and outreach opportunities.
- Support and attend DAC events, including the annual gala, fundraising events, Third Friday, CenterFest, Durham Art Walk, and exhibition openings.
- Lead the coordination of DAC's volunteer program in collaboration with other departments, supporting volunteer recruitment, scheduling, orientation, training, and engagement across organizational programs, events, and daily operations.

- Manage volunteer records, scheduling, and communications in Bloomerang, ensuring volunteers are appropriately assigned, informed, and supported.

Other Duties

- Participate as an active member of the DAC staff team and contribute to organization-wide initiatives and collaborative projects.
- Maintain a high level of professionalism, accuracy, confidentiality, and responsiveness in communications with donors, colleagues, and community partners.
- Perform other duties as assigned by the Director of Development & Communications.

Remote Work Policy

DAC is a vibrant community arts organization that relies on collaboration and engagement with artists and patrons. As such, this position is considered primarily on-site.

- The position requires regular on-site presence to complete periodic fundraising and communications duties including check deposits and collection of content, as well as volunteer management of the front desk when coverage is needed.
- Attendance is required at DAC events, including but not limited to Third Friday openings, fundraising events, and community arts programs, many of which occur during evenings and weekends to capture content for marketing use and act as a DAC ambassador.
- The employee is expected to maintain standard in-office hours during the workweek, with flexibility as approved by the supervisor or when off-site duties are required.
- Comp time or schedule flexibility will be provided for required evening and weekend work.

Remote Work Exceptions:

- Remote work may be approved on a limited, case-by-case basis, such as during an emergency or for special project work that can be completed independently. Requests for remote work should be communicated to and approved by the supervisor in advance.

Qualifications

- Bachelor's degree in communications, marketing, arts administration, or related field, or equivalent experience.
- 2–4 years of experience in fundraising, marketing, communications, community engagement, or nonprofit external relations.
- Demonstrated interest in nonprofit fundraising and development, with an eagerness to support donor communications, sponsorship coordination, fundraising campaigns, and gift administration.

- Demonstrated ability to independently manage assigned projects, prioritize competing deadlines, maintain accurate records, and proactively communicate progress and next steps.
- Strong writing, editing, and design skills, experience with Canva or Adobe Creative Suite.
- Experience managing social media platforms for an organization.
- Experience with donor management systems, email marketing platforms, website content management, or similar digital tools preferred.
- Strong interpersonal and professional communication skills, with the confidence to interact with donors, sponsors, volunteers, and community partners in person, by phone, and through written correspondence.
- Delivers a consistent and collaborative approach to working with volunteers, DAC staff, and donors to positively represent DAC and support meaningful, successful interactions.

Please send cover letter and resume to jobs@durhamarts.org. Applications are rolling until the position is filled.

Employee Signature:

Date:

Hiring Manager Signature:

Date:

Candidate Skills Exercise

Estimated completion time: 20 minutes

This brief exercise is designed to give us a sense of your writing style, organizational approach, and comfort with fundraising coordination. We are not looking for perfection, but rather how you approach everyday responsibilities of the position.

Part 1: Fundraising Communications (10–15 minutes)

Scenario: Durham Arts Council is preparing for its annual Art of the Party fundraising gala. The event includes a silent auction featuring items donated by local businesses.

Task:

Draft a short, friendly email to a local business requesting an item or gift card for the silent auction.

Your email should briefly introduce DAC, explain the purpose of the request, and communicate how the business's contribution will support the organization.

Part 2: Marketing & Storytelling (10–15 minutes)

Scenario: Durham Arts Council provides arts education opportunities for children and adults through classes, camps, and community programs. Contributions from donors help expand access to these experiences.

Task:

Write a short Instagram caption (approximately 75–100 words) highlighting the impact of arts education and encouraging community members to support DAC.

You may include a suggested photo or visual concept, but no graphic design is required.