

ARTISTIC FREEDOM INITIATIVE

AFI Seeks Development Manager Starting Summer 2023

ABOUT AFI

Led by immigration and human rights attorneys, Artistic Freedom Initiative (AFI) facilitates pro bono immigration representation and resettlement assistance for international artists who are persecuted or censored.

Dedicated to safeguarding the right to artistic freedom, AFI was founded on the notion that artists are uniquely situated to positively and powerfully effect change, provided their voices can be heard. As artists are increasingly censored, imprisoned, restricted from moving freely across borders, tortured, or even killed, it is more critical than ever that we safeguard the right to artistic freedom and zealously champion the courageous artists who exercise it.

To this end, AFI directly assists artists who have experienced persecution, censorship, or other restrictions on their freedom of expression, and supports artists who have demonstrated a commitment to advancing progressive social change and fundamental human rights.

We work with immigrant artists to champion art produced in exile, advance creative cultural exchange, improve conditions for artists in their home countries, and safeguard their ability to express themselves creatively through the arts.

Organizational Background and Job Purpose

The Development Manager is a full-time, exempt position, reporting to the Co-Executive Directors. The Development Manager will join AFI's Co-Executive Directors in growing a robust and diversified portfolio of donors and funders.

Duties and Responsibilities

- Research current and prospective individual, corporate, foundation, and government funders and prepare internal memos on those most relevant to AFI's mission.
- Maintain up-to-date deadline and application information in the institutional donor database.
- Lead grant writing process, including tracking timelines and application requirements, preparing planning documents, and coordinating with Co-Executive Directors, and

program and operations staff to develop proposals, budgets, and supplemental documentation for timely submission.

- Ensure timely completion of grant reports, including working with program staff to write report narratives, and operations staff to put together accurate program, project, and organizational budgets.
- Steward relationships with a portfolio of donors and funders by establishing and maintaining regular contact, including sending personal email updates, and scheduling meetings as appropriate.
- Develop strategies for building out AFI's individual donor base
- Liaise with program staff to build strong program success and impact narratives and accurately represent programmatic needs.
- Support donor engagement at public programming events.
- Maintain records of individual donations.
- Draft thank-you letters for individual and small institutional donors.
- Draft social media, website, and social media copy to engage and inform current and prospective donors.

Skills, Qualifications & Requirements:

- Bachelor's degree in a relevant field
- 4-6 years of grant writing experience with a track record of proposal approvals
- Strong administrative management and organizational skills
- Proficient in Microsoft Suite (including Excel, Word, PowerPoint, SharePoint), Google Suite, Adobe Acrobat, & Zoom
- Excellent interpersonal and communication skills
- Proactive problem-solving skills
- Attention to detail
- Commitment to diversity and inclusion

Preferred Qualifications include:

- Master's degree in a relevant field
- Nonprofit experience or certifications
- Lived experience as an immigrant and/or artist

Compensation/Benefits

This is a full-time, exempt position. Salary range is \$70,000–\$85,000, commensurate with education and/or professional experience.

Benefits include 100% employer-paid health insurance (medical/dental/vision), 401k retirement benefit, alternating 4-day work weeks with every other Friday off, 12 days PTO, 6 paid sick days, 2 personal days, December 24–January 1 office closure, and a hybrid-remote work schedule.

Ideal candidates are based in or around New York City. Candidates are expected to reside within the tri-state area or Pennsylvania to allow for semi-regular travel to the AFI office, which is located in Brooklyn, NY.

AFI's COVID-19 Health Policy and Protocols require COVID-19 vaccination and booster shots (when eligible).

Application Instructions

Applicants must email jobs@artisticfreedominitiative.org and attach the following documents in a **single PDF file**:

1. Resume/CV;
2. Cover letter describing the applicant's qualifications, experience, and skills for the position and interest in supporting the advancement of AFI's mission and programs

Applications will be accepted until the position is filled. Preferred start date: June 26, 2023, or earlier.

Artistic Freedom Initiative is committed to promoting diversity, inclusion and equal opportunity for all employees and applicants, regardless of race, ethnicity, heritage, gender, age, religion, disability, sexual orientation, gender identity or intersex status.