EST. 1966
KARTEMQUIN FILMS KTQ

Job Title: Development Manager
Reports to: Executive Director
Status: Full-time, Hybrid
Hourly or Salary: Salary. $70k + benefits
Exempt or Nonexempt: Exempt

Job Summary

The Development Manager works closely with leadership and the board to design, implement, and manage effective fundraising and donor cultivation strategies in support of Kartemquin Films' mission and programs.

Philanthropic support makes up the majority of Kartemquin Films' revenue, making it possible to stay committed to independent documentary filmmaking.

These investments ensure that we can keep telling important stories on screen, with and by people who are closest to the experience, regardless of whether or not the films are deemed "commercially viable."

This freedom creates opportunities for an array of diverse voices to be heard and uplifted, enriching us all and strengthening our democracy.

You can apply your talents to what is a passion project for our team!

Primary Responsibilities

- Prospect research (individual donors, foundations, corporate) and support for the development of the donor pipeline
- Donor recognition and stewardship activities, with a particular focus on community centric fundraising principles
- Developing fundraising budgets and goals in collaboration with organization and program leadership
- Collaborating with communications on audience segmentation, messaging, and donor engagement
- Supporting board engagement and board giving
- Managing grant cycle timelines, grant writing, and reports
- Planning and staffing fundraising events
- Coordinating and supporting donor cultivation and stewardship events such as dinners, house parties, and screening receptions
- Maintaining the donor database and monitoring timely delivery of donor acknowledgements

Required Qualifications

- Five or more years of successful fundraising experience in a nonprofit organization, preferably an arts institution
- Effective communication skills with a demonstrated ability to engage with all segments of the public, including filmmakers, donors, and institutional funders
- Effective research and writing skills and prior experience in grant writing or grant support

- Experience with donor acknowledgment, gift tracking, and reporting with a constituent database system (Kartemquin's current system is NeonCRM)
- Personal commitment to equity and being a strategic and engaged partner to the team as Kartemquin works towards becoming an antiracist institution.
- Ability to work independently and also as a team player who will be receptive to input and suggestions from others.

Preferred qualifications

- Experience in event planning, project management, or event support
- Familiarity with the philanthropic community in Chicago and the Midwest. Knowledge of community-centric fundraising is highly desirable.
- Board engagement experience

If interested in applying to this position, please complete this short questionnaire. Have a copy of your resume on hand to upload along with your responses.

KARTEMQUIN is committed to equal employment opportunity for all applicants and employees regardless of age, ancestry, citizenship status, national origin, religion, creed, sex, gender, sexual orientation, pregnancy (including childbirth and medical conditions related to pregnancy and childbirth), marital status, disability, genetic information, race, color, criminal justice involvement, status as a victim of a crime (including, but not limited to, domestic violence, sexual assault, and stalking), military discharge or veteran status, or any other characteristic protected by state, federal or local law.