

Job Announcement

Development Manager

Full-Time | Minimum 4 days/week onsite | Rockville, MD

Salary: \$65,000–\$75,000 + excellent benefits

VisArts is seeking a **relationship-driven fundraising professional** who is energized by building meaningful donor connections and advancing access to the arts. As our **Development Manager**, you will play a central role in growing individual giving, executing annual campaigns, and strengthening the systems that support our mission.

This is an ideal opportunity for a development professional with a few years of experience who is ready to **own major pieces of a fundraising program**, collaborate closely with leadership, and see the direct impact of their work in a creative, inclusive community.

Why This Role Is Compelling

- A **hands-on fundraising role** with real responsibility and visibility
- A collaborative Advancement team with strong executive and Board partnership
- A mission that centers **access, inclusion, and creative expression**
- Clear priorities and manageable donor portfolios—not a “do everything” role

What You'll Focus On

Build and Grow Donor Relationships

You'll manage a portfolio of grassroots and mid-level donors, creating personalized outreach strategies that deepen engagement and increase giving over time. You'll work in partnership with the Vice President of Advancement, CEO, and Board members on strategic donor cultivation and solicitation, while helping identify future major gift prospects.

Lead Annual Giving and Appeals

You'll plan and execute key fundraising campaigns, including year-end and spring appeals, using a mix of email, direct mail, and personal outreach. Working closely with Marketing and Programs, you'll help ensure messaging is inspiring, coordinated, and impactful.

Manage Grants and Corporate Sponsorships

In collaboration with a part-time Grant Writer, you'll manage grant submissions and reporting, maintain funding calendars, and support relationships with foundation and corporate partners. This role emphasizes organization, collaboration, and follow-through—without requiring you to be the sole grant writer.

Own the Donor Database and Reporting

As the primary CRM administrator, you'll ensure donor data is accurate and useful, generate reports to track progress, and use insights to inform strategy. Your work will directly shape fundraising decisions and leadership reporting.

Collaborate Across the Organization

You'll work closely with colleagues in Marketing, Programs, Finance, and Advancement, contributing to donor events, stewardship efforts, and Board fundraising activities. You'll also supervise and support the part-time Grant Writer.

Who We're Looking For

We're excited to meet candidates who bring:

- At least **3 years of nonprofit fundraising experience**, particularly in individual giving or campaigns
- Comfort managing donor relationships and juggling multiple priorities
- Strong written and interpersonal communication skills
- Experience working with a donor database (Raiser's Edge, Salesforce, Bloomerang, or similar)
- A collaborative, proactive working style
- Genuine enthusiasm for VisArts' mission and community impact

If you don't meet every qualification listed but are excited about the role, we still encourage you to apply.

Work Location & Schedule

- **Mostly In-Person Role:** At least 4 days per week onsite in Rockville, MD
- Occasional evenings or weekends for donor and community events

VisArts is conveniently located three blocks from the Rockville Metro (Red Line).

Compensation & Benefits

- Salary: **\$65,000–\$75,000**
- Three weeks of vacation to start, plus federal holidays and winter closure (Dec 24–Jan 1)
- Health insurance options (paid or partially paid)
- Retirement plan with employer contribution
- Transportation benefits
- Professional development support
- Discounts on classes and camps
- A welcoming, creative, and mission-driven team

About VisArts

VisArts is a nonprofit arts center serving Montgomery County through art classes, camps, exhibitions, artist studios, residencies, and inclusive programs for artists with disabilities. We believe creativity builds connection—and that a diverse team makes our work stronger. We strongly encourage applicants of all backgrounds, including BIPOC, AAPI, and LGBTQ+ candidates.

To Apply

Please submit your resume (and optional cover letter) to careers@visartscenter.org. Applications are reviewed on a rolling basis.