

Crooked Tree Arts Center
Traverse City Development Consultant
Position Description - Independent Contractor

Crooked Tree Arts Center seeks a qualified independent contractor consultant in non-profit development to build capacity in the Grand Traverse region as CTAC builds from the impact of the COVID-19 pandemic. The development consultant will work to secure corporate and private sponsorships for the major programs of Crooked Tree Arts Center - Traverse City, including Paint Grand Traverse, art fairs and markets, exhibitions, and educational programming. Working closely with the CTAC Vice President and other staff, the consultant will also work to grow CTAC's membership and donor stewardship programs, identify new prospects and opportunities, and assist in the development and execution of fundraising events.

This contract position will average 20 hours a week over six months, to be invoiced at the rate of two-thousand dollars (\$2000.00) per month. The consultant and CTAC will enter into a services agreement detailing terms, expected services, and obligations.

The successful consultant will:

- Support CTAC's mission of *inspiring and enriching lives through the arts* and help build CTAC's fundraising capacity in the Grand Traverse area.
- Bring professional non-profit development experience, a passion for arts and culture, and a robust network and knowledge of area funders.
- Be an effective, engaging communicator who can tell our story and make the ask.
- Meet sponsorship goals.
- Maintain records of development activities, solicitations, and outcomes.
- Represent CTAC to the business community in a professional, personable manner.
- Show strong initiative and hit the ground running as we re-open to the public and prepare for our major summer events.

Qualifications

- 2+ years of relevant professional experience working with/for nonprofit organizations.
- Experience working with a customer relationship management system and in the Google Drive platform.
- Experience identifying, cultivating, soliciting, and stewarding major donors; both individuals and organizations.

Please submit your resume and letter of interest via email to CTAC Vice President Megan Kelto at megankelto@crookedtree.org by April 5, 2021.

Crooked Tree Arts Center

Crooked Tree Arts Center is a 501(c)3 nonprofit organization with locations in Petoskey and Traverse City, Michigan. Founded in 1971, CTAC's mission is to inspire and enrich lives through the arts. CTAC offers arts and cultural programming in a variety of areas, including visual arts, ballet, culinary arts, and more.