



163 Tower View Drive, Red Wing, MN 55066

Advancement & Residency Director

Work with artists and thought leaders from across the country and around the world! Anderson Center at Tower View seeks an Advancement & Residency Director to uphold the organization's values of stewardship, collaboration, and hospitality while leading the premiere artist residency program in the Upper Midwest. Our team works together in a dynamic office environment, situated in the beautiful Tower View historic site on the Western Edge of Red Wing, Minnesota. Successful job candidates will have previous experience in nonprofit development and/or program management roles, and a strong understanding of what it takes to build community and connection.

To apply, please send a cover letter and resume to stephanie@andersoncenter.org. Position open until filled; priority will be given to applications received by September 26, 2023.

JOB DESCRIPTION

Advancement – 50%

This role works closely with the Executive Director, Administrative Coordinator, and the board to maintain and grow contributed income, sponsorships, and volunteer engagement.

- Develop and help implement framework and strategies to maintain and grow membership base
- Lead member and donor database management
- Solicit program sponsorships and ensure fulfillment of sponsorship and funder/donor acknowledgements
- Work collaboratively with Executive & Artistic Director and Visitor & Administrative Coordinator on program and organizational messaging
- Working closely with other staff and board members, lead planning and implementation of an annual gala fundraising event
- With other staff members, recruit, engage, and track volunteer time to support the Anderson Center's events, programs, and property management
- Support the Executive & Artistic Director by copyediting grants

Artist Residency Program – 40%

This role manages the Anderson Center’s signature Artist Residency Program, which is now in its 28th year

- Help create a positive experience for visiting artists
- Represent the program in a positive and professional manner in public and private settings, including interactions with artists, program partners, and sponsors
- Manage Submittable portal and application process, including sending acceptance and rejection letters and fielding questions from applicants
- Correspond with incoming residents prior to arrival, including coordinating transportation from airport and hiring drivers
- Coordinate with Artists-in-Residence, Residency Chef, Residency Housecleaners, and Anderson Center maintenance staff to ensure clear communication about dietary and facilities needs
- Send follow-up surveys, track responses, and compile evaluation of residency program
- Continue to develop the paid Winter Retreat program, which is entering its second year
- Lead marketing efforts for the Residency and Retreat Programs

Outreach Support and General Duties – 10%

- Work collaboratively with the Executive & Artistic Director and the Property & Finance Director to continue evolving systems for program and organizational management
- Support other staff members in planning and running major events
- Participate in organizational messaging on social media and Wordpress website updates
- Other responsibilities as assigned by the Executive Director

About the Anderson Center

One of the North's top artistic destination points, the Anderson Center at Tower View has served the national arts and humanities community and the citizens of Minnesota since 1995. Based at Tower View, a grand national registered historic landmark in the scenic Mississippi River town of Red Wing, Minnesota, the Anderson Center supports and showcases creativity and innovation at the intersection of art and ideas. Known for its signature residency program, its world-class facilities, and thriving partnerships and collaborations, the Anderson Center develops, fosters, and promotes the creation of works by artists of all kinds.

Required Skills & Qualifications

The Arts

- Experience with the creative process as an active participant in the literary, performing, or visual arts, or professional working experience in the humanities
- Knowledge of the regional arts community and its funders

Professional and Management competencies

- Ability to work independently and as part of a team
- Ability to work within a budget
- Strong professional communication and writing skills
- Strong organizational skills
- Experience implementing and coordinating community partnerships
- At least three years of previous program support experience
- Experience with membership or donor cultivation

Computer skills

- Experience using a database, especially for client or donor relationship management
- Good working knowledge of Microsoft Word and Xcel for program management

Education

- Some college coursework

Preferred Skills & Qualifications

- Bachelor's or master's degree in the arts, humanities, or non-profit management
- Experience planning and implementing programs across language barriers, especially working with ASL, Mandarin, or Spanish speaking partners
- At least five years' experience working in an arts non-profit setting
- Demonstrated experience and competency working across cultural differences
- Demonstrated success in planning or supporting fundraising plans

This is a full-time, salaried position that reports to the Anderson Center's Executive & Artistic Director. It requires some evening and weekend hours for Anderson Center events. The role is primarily based in the Anderson Center's office at 163 Tower View Dr in Red Wing but does include the option of working remotely one day per week. This role requires the ability to navigate the Anderson Center's extensive campus and lift up to 40 pounds. The Residency & Advancement Director frequently works with a computer, sound equipment, projector, printer, and other general office and artistic equipment.

Compensation:

\$57,000 - 63,000 per year, plus regular bonus opportunities