**Ingenuity Cleveland**

**Marketing and Development Manager Job Posting**

**About Ingenuity Cleveland**

Ingenuity Cleveland ignites the spark of creativity among artists, entrepreneurs and innovators of all types, through joy and collaboration, in service to civic progress. With our annual IngenuityFest and year-round programming, we inspire audiences, push boundaries, empower communities and generate economic impact, all while changing attitudes about our region. Ingenuity operates from a former factory in the St. Clair-Superior neighborhood, where we host IngenuityLabs and other programs and work with our partners in the Hamilton Collaborative. Visit IngenuityCleveland.org to learn more.

**Position Overview**

The Marketing & Development Manager is responsible for key components of Ingenuity’s marketing and development programs, working with the Executive Artistic Director, Managing Director, and other staff members. A major focus of the position is to help organize, promote, and find funding for the annual 3-day IngenuityFest and year-round operations at the IngenuityLabs mixed-use creative entrepreneurship space and incubator. The ongoing development responsibilities include managing public and private grant funding processes, including outreach, tracking and reporting; as well as supporting corporate and individual fundraising efforts and fundraising events to ensure that Ingenuity reaches its contributed revenue goals. Through marketing (web, print, advertising) and social media strategies, the Marketing & Development Manager will build Ingenuity’s network of supporters and increase our visibility. Additionally, the Marketing & Development Manager is responsible for essential administrative duties that support the organization’s fundraising and marketing efforts.

We seek someone who brings skills and enthusiasm, is a quick learner, and who will thrive in our entrepreneurial, innovative, and fun environment. Ingenuity offers the opportunity to develop existing skills and gain new ones in a small, dynamic and supportive organization.

**Duties include:**

* Develop and implement annual marketing and development plans, working with Artistic and Managing Directors
* Take charge of social media and email campaigns, develop messaging, and keep website fresh and up-to-date
* Assist in managing the annual grants calendar, researching funders, and preparing some requests
* Represent Ingenuity positively before volunteers, donors, and event attendees
* Handle some operations and office management tasks, keep premises organized, and be on site during office hours
* Manage CRM, processing gifts/grants and acknowledgements, and running reports to inform donor outreach activity
* Assist in preparing materials for board meetings including reports and analysis of results
* Work with board and committee members to identify their philanthropic connections and support their outreach on behalf of Ingenuity
* Collaborate in planning and implementing the annual IngenuityFest and other events, including onsite management of vendors, volunteers, performers, and artists
* Work within established billing and accounting protocols
* Plan and organize friend- and fundraising events
* Other tasks as required to meet Ingenuity’s needs

**Qualifications:**

* Bachelor’s degree or equivalent and at least 3 years relevant experience
* Computer literacy and excellent attention to detail
* Design and layout skills a big plus, as are basic web development skills such as familiarity with Wordpress or Squarespace
* Strong oral and written communication abilities
* Organized, thorough, and used to delivering on deadline
* Good at managing multiple projects simultaneously
* Experience with event management and ability to work under pressure
* Marketing and social media knowledge
* Enjoy working with diverse constituents including artists and entrepreneurs
* Self-starter who can take responsibility, while working in a small team environment
* Schedule flexibility for occasional weeknight and weekend events (1-3 times per month) and weeknight meetings

This position requires physical exertion at times, including the ability to lift 30 pounds and work during long days over a 3-day festival period. Occasional evening and weekend events are required. Car and a valid driver’s license are necessary.

Ingenuity is committed to a diverse workplace and is an equal opportunity employer.

Salary range is $36,000-$44,000, commensurate with experience, and benefits include healthcare insurance and paid vacation/holidays.

***Send cover letter and resume to*** ***hr@ingenuitycleveland.org***