



Cityfolk is a nonprofit arts presenter based in Dayton, Ohio, whose mission is to share diverse artistic traditions from across American and around the world with the communities of Southwest Ohio. This is accomplished through: presenting the best in ethnic and traditional arts; celebrating diverse cultures; forming partnerships, and educating person of all ages. The organization annually presents 8-10 concerts, a summer festival, contra dances, film showings and an education program.

Cityfolk is looking for a Development Manager. This position would be responsible for:

- Maintaining and growing the organization's membership.
- Working with the Executive Director to assess current membership benefits.
- Maintaining the membership database on a consistent basis.
- Working with the Executive Director to cultivate new corporate sponsors.
- Working with Executive Director on sponsor fulfillment.
- Organizing and overseeing the beverage and donation sections of the annual festival.

The candidate should have:

- Excellent organizational and follow-through skills.
- An eye for detail.
- A familiarity with fundraising software.
- An ability to work with a wide variety of people; staff, volunteers, sponsors, etc.
- Prior experience with membership campaigns and sponsorship.
- Experience with nonprofit organizations.
- A familiarity with the Dayton business community.
- An ability to handle several projects at one time.

This is a full-time position. Some nights and weekends are required. Salary is commensurate with experience. Please send your resume to the Executive Director at search@cityfolk.org by Monday, December 19. No phone calls please. Due to the number of resumes received you will only be contacted if you are called for an interview.