



## **Director of External Relations**

### **ABOUT CITY OF ASYLUM PITTSBURGH**

City of Asylum Pittsburgh builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and do important work locally, nationally, and globally. We present over 150 free arts and humanities programs annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be...expanding the idea of what is possible.” Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

### **City of Asylum**

40 W. North Avenue, Pittsburgh, PA 15212

Email: [jobs@cityofasylum.org](mailto:jobs@cityofasylum.org)

Website: [www.cityofasylum.org](http://www.cityofasylum.org)

### **JOB DESCRIPTION**

The Director of External Relations is responsible for conceiving and implementing a comprehensive development strategy to achieve organizational fundraising goals. A significant proportion of the Director of External Relations efforts focus on maintaining and expanding City of Asylum’s foundation, corporation, government, and individual donor support.

## **GENERAL DUTIES & RESPONSIBILITIES**

- Develops, leads, and implements overall fundraising strategy, working with the Executive Director
- Writes foundation and government grants and reports, direct mail, and institutional communications
- Assists Executive Director in relationship building with foundations and major donors
- Researches and prospects new opportunities for support
- Develops a 20th anniversary “founders fund” capital campaign in support of programs, including planned giving
- Collaborates with marketing and programming teams to communicate our mission and build support
- Develops and manages budget
- Plans, implements, and directs development events
- Oversees staff managing CRM system donor files
- Collaborate to grow income from the bookstore, rentals, and restaurant operations

## **EXPERIENCE & SKILLS**

- Minimum five years of experience in grant writing, individual donor development, and fund development
- Demonstrated success in securing major recurring support from private and public sources including individual, foundation, and corporate giving
- Experience stewarding relationships
- Superior writing skills
- Creative spark
- Proficiency with Microsoft Office and Google Suite
- Experience with CRM (preferably Salesforce-based)
- Comfortable in an entrepreneurial, self-starting culture
- Some evening/weekend work at our free public arts and humanities programs
- Interest in literature, the arts, human rights, and/or international issues

## **REQUIREMENTS**

- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion

## COMPENSATION & BENEFITS

This is a full-time exempt position. Flexible hours.

- Annual salary range, based on qualifications: \$75,000 - \$85,000 plus bonus.
- Healthcare: \$250 monthly reimbursement (tax-free) for benefits or out-of-pocket medical-dental expenses)
- PTO: 12 days per year, increasing after 2nd year
- Paid holidays: 8
- Vanguard Simple IRA with 3% match
- Professional development funds
- Discounts at in-house restaurant and bookstore

## NON-DISCRIMINATION POLICY

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations to complete this application or to participate in an interview, please contact us at [info@cityofasylum.org](mailto:info@cityofasylum.org) or call 412-435-1110.

## HOW TO APPLY

Please send a cover letter, resume, and campaign samples to [jobs@cityofasylum.org](mailto:jobs@cityofasylum.org) with "**Director of External Relations**" in the subject line.