



Job Description – Development Coordinator

Reports to: Director of Development + Communications

Employment Status: Full-time

FLSA Status: Exempt

Summary:

Artspace, a non-profit visual arts center inspiring positive community impact through art, seeks a dynamic and knowledgeable full-time Development Coordinator to support the Director of Development & Communications in implementing development strategies for organization fundraising.

Role Objectives:

To increase Artspace's individual, corporate, government, and foundation support. To manage Artspace's constituent database and ensure accurate reporting and tracking of gifts and memberships.

Primary Responsibilities:

- Oversee constituent database using the NEON CRM system. Ensure individual and organizational account records are accurate.
- Coordinate membership mailings and stewardship activities, including fulfillment of benefits and renewal reminders.
- Coordinate and market facility rentals and creativity workshops.
- Assist with member, donor, and prospect cultivation events.
- Work with the Director of Development + Communications to gather materials for grant submissions, ensure grant calendar is up to date, including submission and reporting dates.
- Support the President + CEO and Director of Development + Communications as needed.

Details of Duties:

Database Management

Maintain donor and member info in database by recording grants and foundation monies; donations and memberships; and track correspondence. Assist with creation of household records and organizational contact records. Create reports from database information as needed.

Member Management

Work with the Director of Development + Communications to schedule and create membership and donor mailings including membership enrollment letters, thank you letters, and end of year tax letters. Ensure letters are mailed on time. Take mailings to the bulk mail facility as necessary.

Grants

Prepare grants for submission to local and national agencies by compiling supplemental materials and promotional information; double checking grant requirements and ensuring compliance. Maintain the grant calendar and update submission and reporting deadline dates.

Events

Assist as needed with special events including donor receptions and others as necessary. Event management includes securing donations for food and drink, mailing invitations and reminders, coordinating vendors, and being present during the events.

Facility Rentals

Coordinate facility rentals and creativity workshops from marketing and client communications through space preparation and financials. Respond to inquiries, schedule rentals and update Main Calendar with rental information. Coordinate with Building Technician and Operations and Finance Manager to ensure staff presence at events and deposit and payment reconciliation. Develop and implement a marketing plan for special event rentals and creativity workshops. Track rentals and workshops in appropriate spreadsheets.

Skills & Qualifications:

A Bachelor's degree (preferably in arts administration or non-profit management) and experience with annual funds, memberships, and grants required.

The ideal candidate is detail oriented with strong organizational and computer skills. Candidate should have exceptional communication skills and must handle multiple projects simultaneously. Proficiency with Microsoft Office is required and experience with donor management software is preferred. Candidate should be knowledgeable about the visual arts, energetic, imaginative, able to work independently, and have an interest in working in an active office environment.

Skills	Outcomes
Highly organized and detail oriented.	Drive growth of individual, corporate, government, and foundation monies.
Excellent written communication skills.	Increase memberships and member retention.
Self-starter who is effective with minimal direction.	Enable development team to reach objectives.
Knowledgeable about the visual arts.	Seen as a resource for artists and community members.
Strong computer skills.	Produce accurate reports and communications.

Employment Details

Opportunities for professional growth and development. Involves occasional weekend and evening hours.

Artspace is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally regardless of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.

To Apply:

Send cover letter, resume, and 3 reference contacts to: Development Coordinator Search Committee, Artspace, 201 E. Davie Street, Raleigh, NC 27601 or email jobs@artspacenc.org. Please no phone calls or email inquiries regarding the position or application status.

Application Deadline: Sunday, September 15, 2019