



ARTS PLUS

**Position:** **Annual Giving Coordinator**

**Status:** Full Time, 40 hours per week, non-exempt

**Salary:** \$31,000-\$35,000, commensurate with experience

**Revised:** 6/10/19

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**POSITION SUMMARY**

The Annual Giving Coordinator reports to and provides direct support to the Director of Annual Giving. In this role, the AGC maintains Arts+'s donor database including data entry and extraction, writes and coordinates grants, assists with event planning and execution, and prepares donor acknowledgment letters. The Annual Giving Coordinator is a member of a dynamic organization, committed to outstanding and accessible arts education. S/he plays an important role in Arts+'s 3-person fundraising team, which is responsible for raising contributed revenue for a \$1.9 million organization.

**ESSENTIAL FUNCTIONS**

- Assume significant responsibility for the grant process in coordination with the Director of Annual Giving, including: coordinating and writing grants, proposals, and reports, compiling program information, and maintaining funding calendars.
- Manage, maintain, and ensure the accuracy and integrity of the eTapestry database including: data entry, extraction, processing, storage, manipulation, analysis, and reporting.
- Process donations and write donor acknowledgment letters.
- Lead the design and creation of funder and sponsor program impact reports. Track sponsor benefits.
- Assist with donor communications and stewardship activities, including preparing fundraising mailings.
- Create communications plans for annual campaigns, including social media posts, newsletter articles, and e-blasts.
- Assist with the planning and implementation of development special events.
- Manage Arts+'s participation in third-party campaigns and matching gift programs.
- Research individuals, foundations and corporate prospects to identify new funding sources.
- Provide general support to Arts+'s fundraising team.
- Attend, provide general support for, and represent Arts+ at various programs.
- Other duties as assigned.

**KNOWLEDGE, SKILL, ABILITY**

- Bachelor's degree required, 2 years' experience in fundraising preferred
  - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) required
  - Strong technical and creative writing skills
  - Database experience preferred
  - Superior organizational skills, attention to detail, and the ability to prioritize work flow
  - Proactive approach to work, ability to demonstrate ownership of tasks
  - Ability to foster a cooperative work environment, strong interpersonal and communication skills
  - Personal commitment to arts education
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**TO APPLY**

Please email cover letter and resume with the subject header, **Annual Giving Coordinator** to: [jobs@artsplus.org](mailto:jobs@artsplus.org). NO PHONE CALLS PLEASE.

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