



ARTS PLUS

<b>Position:</b>	<b>Philanthropy Coordinator</b>
Status:	Full-time, salaried, nonexempt, 40 hours per week. Benefits-eligible.
Salary:	\$41,000 - \$47,000
Created:	April 2024
Anticipated Start:	June 2024

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## ABOUT ARTS+

Founded in 1969, Arts+ is a music and visual art nonprofit organization that envisions the transformative impact of arts education illuminating every corner of the Charlotte region. Its goal is to make outstanding arts education available to students of all ages, skill levels, and socioeconomic backgrounds. From private lessons to summer camps to community outreach programs, Arts+ strives to help each student unlock their full potential through the power of arts education.

## POSITION SUMMARY

The Philanthropy Coordinator, under supervision of the Associate Executive Director, will foster a culture of philanthropy within the organization by implementing strategies to grow contributed revenue. In this role, the Philanthropy Coordinator will coordinate all annual giving mechanisms, including the organization's annual fund, stewardship activities, corporate sponsorships, and grant-writing; and works closely across departments including the Executive Director and with Board members in fundraising and stewardship activities.

## ESSENTIAL FUNCTIONS

- Implement a comprehensive annual development plan that includes broad strategies to accomplish fundraising goals and micro-level systems and procedures for implementation.
- Oversee the annual fund, including our two giving circles, Continuo (leadership donors of \$1000+) and Creative Makers (recurring donors). This will entail direct mail, email, and social media solicitations, and working closely with the communications manager and the operations coordinator for execution.
- Coordinate the design and creation of appeals and impact reports for both individual and institutional donors.
- Administer the grant program, including coordinating and writing grants, proposals, and reports, compiling program information, and maintaining funding calendars.
- Maintain relationships with institutional funders, including providing updates, tracking benefits, and ensuring fulfillment.
- Research individuals, foundations, and corporate prospects to identify new funding sources.
- Help establish performance measures, monitor results, and evaluate the effectiveness of the philanthropy program.
- Assist in the planning and implementation of cultivation and stewardship events.
- Maintain and ensure the accuracy and integrity of the eTapestry database including: data entry, extraction, processing, storage, manipulation, analysis, and reporting.
- Maintain a working knowledge of best practices by staying up-to-date on fundraising trends and regularly participating in appropriate professional development.
- Assist with managing the department's annual operating budget and work with the finance team on monthly reconciling and reporting.
- Attend, provide general support for, and represent Arts+ at various programs.
- Other duties as assigned.

## KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of fundraising required; annual giving experience preferred
- Bachelor's degree required
- Adheres to the Association of Fundraising Professionals' Code of Ethics and "Donor Bill of Rights"

- Sophisticated computer skills, including CRM/database experience (Word, Excel, Outlook, and PowerPoint required, eTapestry preferred)
  - Committed problem-solver who thrives on finding, developing, and securing gifts
  - Excellent interpersonal, public speaking, and written communication skills, including technical and creative writing
  - Proactive approach to work, ability to demonstrate ownership of tasks
  - A proven ability to work collaboratively and thoughtfully as part of a collegial team
  - Well-organized with exceptional attention to detail, yet adaptable and flexible enough to meet evolving priorities
  - Professional maturity, sound judgment, and integrity
  - Personal commitment to arts education
  - The Covid-19 vaccination is required as a condition of employment
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#### **TO APPLY**

Please visit <https://ascendnps.isolvedhire.com/jobs/1180454-114751.html> to submit your resume and required cover letter. No phone calls, please.

A review of applications will begin on May 15.

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