



## DEVELOPMENT COORDINATOR

The Quincy Art Center is seeking a dynamic new full-time team member as we work towards the celebration of our Centennial Anniversary in 2023! This non-profit organization is highly regarded in the community and offers growth opportunity and a comprehensive benefit package. The Art Center plans to heavily invest in this new team member through ongoing professional development resources to create the opportunity for advancement into a high-level position.

### ESSENTIAL FUNCTIONS

#### **Coordination**

- Coordinate Board and Executive Director efforts in major gifts program.
- Schedule meetings for the Executive Director and Board members with prospective donors and supporters on a continual basis to establish effective communication.
- Coordinate the annual fundraisers, membership program, and capital campaign utilizing mailings and annual fundraising drives.
- Assist the Chair of Development in preparing and facilitating Board Development Committee meetings.
- Coordinate fundraising database and tracking systems.
- Supervise fundraising volunteers, interns, and occasionally part time staff as needed.
- Coordinate other fundraising drives.
- Assist with writing of grant applications to regional and national funders in support of programs, operations, and capital projects.
- Working with professional researchers, Conduct prospect research.

#### **Marketing**

- Plan and coordinate marketing for a program focusing on deferred gifts, such as bequests.
- Schedule and facilitate public appearances for Art Center leaders.
- Work closely with the marketing staff in the creation of publications to support fundraising activities.
- Build external relationships throughout the geographic area served by the Art Center by initiating donor visits and making fundraising calls.

#### **Donor Relations**

- Planning, organizing and coordinating donations.
- Coordinate an annual donor appreciation event.
- Coordinate gift recognition and membership benefit programs.
- Attend events to promote membership sign ups/renewals and cultivate donors.

#### **Other**

- Embrace the mission and advance the strategic plan of the Quincy Art Center.
- Support the Executive and Board of Directors.
- Perform other related duties as requested by the Executive Director.

## MINIMUM REQUIRED QUALIFICATIONS

- A Bachelor's degree in a related field is preferred, but not required.
- 1 to 2 year's previous experience in a similar position.
- Strong computer skills with a working knowledge of Microsoft Office Suite, Outlook, and Google Drive.
- Above average typing scores.
- Excellent verbal and written communication skills.
- Have knowledge and experience in fundraising techniques, particularly in major gift fundraising and grant applications.
- Team-oriented mentality to work with and motivate staff, board members and other volunteers.
- Ability to work within the budget and meet deadlines.
- High organizational skills.
- Must be detail-oriented with accuracy.
- Ability to follow through on tasks and goals.
- Self-motivated and goal-driven.
- Confidence to get out of the office and market The Quincy Art Center.
- Positive, outgoing demeanor.

## COMPENSATION

- \$32,000 - \$35,000, depending on experience
- Health insurance
- Life insurance
- Simple IRA matching after 2 years of employment
- 24-hour access to shared art studio
- Free employee registration to all Quincy Art Center classes and workshops

## HOURS

- Monday – Friday, 9am – 5:30pm with a one-hour lunch break. Weekend and evening meetings and events as needed.

If you are interested and meet the job requirements, please e-mail your cover letter, resume and 3 references to The Quincy Art Center's Executive Director - Jennifer Teter at [jteter@quincyartcenter.org](mailto:jteter@quincyartcenter.org).

Thank you and we look forward to discussing your interest and qualifications!