



DEVELOPMENT COORDINATOR

The Quincy Art Center is seeking a dynamic new full-time team member as we meet the challenges of the pandemic and 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 annual event fundraisers and capital campaign.
- Assist the Chair of Development in facilitating and managing Development Committee.
- Coordinate fundraising database and tracking systems.
- Supervise fundraising volunteers, interns, and occasionally part time staff as needed.
- Assist with writing of grant applications to regional and national funders in support of programs, operations, and capital projects.
- Guide the development of the membership program, working closely with membership staff
- 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 fundraising publications.
- Build external relationships throughout the geographic area served by the Art Center

Donor Relations

- Planning, organizing and coordinating donations.
- Coordinate an annual donor appreciation event.
- Coordinate gift recognition.
- Attend events 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

- Have a passion for visual art
- 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 - \$36,000, depending on experience
- Health 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.

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