



Creativity • Learning • Compassion • Collaboration • Inclusion

<b>Title:</b> Development Coordinator
<b>Chapter:</b> HQ
<b>Pay Rate:</b> \$19/hr
<b>FLSA Classification:</b> Non-Exempt
<b>Schedule:</b> 20 hrs/week 10:00 am to 1:00 pm, Mon/Tues/Thurs 9:00 am to 1:00 pm, Wed Remaining hours have some flexibility with approval from the Executive Director Occasional evenings and weekends
<b>Posting Date:</b> 08/19/2021
<b>Closing Date:</b> 09/30/2021 @5:00pm
<b>Mission</b>
Arts for Life is a 501(c)(3) nonprofit organization dedicated to supporting pediatric patients and family members through arts education and engagement. By providing educational art programs, we enrich patients' lives, nurture their minds and spirits, and encourage positive healthcare experiences for children and their families. We currently serve children and family members in four chapter communities across North Carolina.
<b>Position Summary</b>
The Development Coordinator supports the Executive Director's implementation of Arts For Life's overall development strategy.  The Development Coordinator is deeply involved in planning, coordination, execution and evaluation of fundraising and other development strategies—including donor-focused communications, grant writing, and planning fundraising and cultivation events (virtual and in-person). All development and fundraising efforts will align with the development philosophy established by Arts For Life leadership and will also communicate the values and mission of Arts For Life to donors and the general public.
<b>Scope of Position</b>
The Development Coordinator reports to the Executive Director and assists them in the implementation of the organization's development strategy. The Development Coordinator works closely with the Bookkeeper/Finance and Operations Manager and the Arts For Life Board of Directors, particularly the Development Committee. They will also coordinate with cross-organizational staff to collect data and stories to inform development activities and may occasionally be asked to train/direct volunteers on development activities, including events.
<b>Responsibilities and Duties</b>
The Development Coordinator will: <ul style="list-style-type: none"><li>● Work closely with the Executive Director, staff, and Board of Directors to implement an overall strategic development plan</li><li>● Serve on the Board Development Committee and attend meetings</li><li>● Research, identify and cultivate present and new donors and funders</li><li>● Maintain and develop positive donor relations through effective stewardship</li></ul>

- Effectively utilize and maintain Arts For Life's online donor database
- Maintain funding relationships and seek new partnership opportunities
- Create, write, and coordinate mail appeals and other development communications
- Serve as the lead for grant writing activities across the organization: including researching grant opportunities, writing grant proposals and reports, and maintaining a schedule of upcoming proposals and deadlines
- Plan and implement annual ask events and regular point-of-entry events
- Support social media content and management geared towards development

The Development Coordinator may occasionally perform other development-related duties as requested, most often related to special events or fundraisers.

### Qualifications

- Excellent oral and written communication skills
- Successful experience in development and fundraising
- Demonstrated ability to cultivate relationships with funders and stakeholders
- Database management skills and ability to handle confidential information with discretion
- Demonstration of comfort with the use and management of social media and other online tools
- Demonstration of a commitment to the values and mission of Arts For Life

Because of the population we serve, all Arts For Life employees are also required to have annual flu shots and will soon be required to have COVID vaccinations.

**This position is subject to the successful completion of an employment background check. An employment background check can include a criminal background check, employment verification, reference checks, license verification, academic verification, and credit history check (if applicable).**

### Environment

The Development Coordinator primarily works remotely but will have occasion to meet donors and stakeholders in person, some of which may occur in a hospital or clinic setting. Office space will not be provided, but necessary office supplies will be—including technology such as a computer and a printer, as well as an Internet stipend.

Occasional travel is an expectation of the Development Coordinator's position, to support development events in all chapter communities. The Development Coordinator should have access to a reliable vehicle and mileage reimbursement will be provided.

Arts for Life's administrative office is currently located in Asheville, NC, however the Development Coordinator may be located in or near any one of Arts For Life's current chapter cities (Asheville, Charlotte, Durham, and Winston-Salem, NC).

### Physical Requirements

The physical requirements of this position are minimal and considered sedentary work, including reaching, lifting, fingering, grasping, talking, hearing, and some repetitive motions.

Working Conditions:

- While a low risk due to the infrequent nature of in-person meetings in hospital settings, the Development Coordinator may be exposed to infectious diseases within a hospital setting
- Worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including

inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes

**EEO Statement**

Arts For Life is committed to equality of employment and does not discriminate against applicants or employees based on race, color, national origin, ethnicity, age, gender, cultural background, socioeconomic status, religious beliefs, sexual orientation, gender identity or expression, disability or diagnosis, genetic information, or veteran status. Moreover, Arts For Life is committed to recruiting a broadly diverse pool of qualified candidates for this position.