

Engagement Coordinator

Department: Development
Reports to: Annual Giving Manager

ArtsFund Mission

ArtsFund supports the arts through leadership, advocacy, and grant making in order to build a healthy, equitable, and creative Washington. ArtsFund defines the work we do and how we advance our mission through the following values.

At ArtsFund we...

- 1) **Ignite Passion for the Arts:** We believe arts and culture inspire, empower, and transform individuals and communities.
- 2) **Promote Equitable and Inclusive Communities:** We believe the arts should be accessible to all and reflect, represent, and engage the entire community.
- 3) **Innovate through Collaboration and Leadership:** We believe our impact and relevance, and that of the arts sector, are deepened through continuous learning, creative leadership, and strategic partnerships.

Summary

The Engagement Coordinator will be part of a development team that raises \$3 million annually. The Coordinator will serve in a critical role, reporting to the Annual Giving Manager, but working closely with the Vice President of Development, the Communications team, and donors. This full-time position is responsible for the ArtsFund Visionaries young professionals donor program, ArtsFund's workplace giving initiatives, and event planning. The position will also assist with social media, donor stewardship, mailings, and general office tasks as required. ArtsFund staff are currently working remotely with a flexible remote work policy in development.

Key Priorities

- Manage the ArtsFund Visionaries young professionals donor program:
 - Work with the Annual Giving Manager to set program strategy and goals.
 - Establish and maintain relationships with a portfolio of current and prospective Visionaries.
 - Solicit new program participants and renewing existing ones.
 - Manage volunteers on the ArtsFund Visionaries Culture Council and Associates Ambassadors Council, leveraging their time and skills in support of ArtsFund's mission.
 - Organize events for the ArtsFund Visionaries.
 - Create and maintain print and digital promotional materials, including the Visionaries webpage.
- Coordinate workplace giving campaigns and employee engagement efforts:
 - Maintain relationships with workplace giving coordinators at participating businesses.
 - Schedule, plan, and execute fundraising campaigns with participating workplaces.
 - Identify and cultivate prospective workplace campaigns.
 - Maintain ArtsFund's profile on workplace giving platforms.
 - Create and maintain print and digital promotional materials.
- Plan donor stewardship and cultivation events:
 - Prepare event budgets and coordinate with vendors to arrange venues, programming, on-site services, drinks, and catering as needed.
 - Coordinate internal and external speakers as needed.

- Send invitations and manage registrations.
- Oversee set-up and clean-up at event venues; manage virtual platforms for online events.
- Assist in planning the Celebration of the Arts, including meeting facilitation and project management.
- Other responsibilities:
 - Serve as a spokesperson and ambassador for ArtsFund.
 - Design queries and extract data from the Raiser's Edge donor database as needed.
 - Assist the Database Coordinator in maintaining records in the database.
 - Assist the Communications & Project Manager with social media communications.
 - Assist the Annual Giving Manager with mailings, donor stewardship, and donor benefits.
 - Collaborate with coworkers to answer phones, support smooth office operations, and perform other administrative duties as assigned.

Requirements

- Exceptional written and oral communication skills, including public speaking
- Excellent computer skills, including expertise in Microsoft Office suite
- Ability to learn quickly, collaborate and work independently
- Ability to work remotely with reliable internet access (hardware will be provided)
- Ability to work standard office hours in our Seattle office when staff returns to in-person work
- Ability to work occasional nights and weekends.
- Proof of work eligibility
- ArtsFund values personnel diversity and considers lived experience an essential skill to organizational success. Candidates must value diversity and the perspective of multiple backgrounds as they approach their work.

Preferred

- Associate's or Bachelor's degree, or commensurate experience
- At least two years related professional experience
- Event planning experience, including budgeting, working with vendors, and day-of execution
- Volunteer management experience
- Strong digital communications skills including social media, Eventbrite, and MailChimp
- Experience with Raiser's Edge or similar software.
- Experience with Adobe InDesign, Photoshop, and other Adobe graphics software.
- Access to a vehicle is helpful for event set up but not required

Compensation

Salary range of \$40,000 - \$43,000 based on skills and experience. Generous benefits package including health/dental insurance, 403(b) with up to 3% match, and three weeks' PTO vested immediately at start date.

To Apply

To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "Engagement Coordinator: your name." The position will remain open until filled, but applicants are encouraged to apply by July 9, 2021. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Disabled, Black, Indigenous, and People of Color are strongly encouraged to apply. No phone calls, please. Only applicants selected for an interview will be contacted.