

Engagement Coordinator

Department: Development

Reports to: Annual Giving Manager

ArtsFund supports the arts through leadership, advocacy, and grantmaking to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering on those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Engagement Coordinator is part of the development team and serves a critical role, reporting to the Annual Giving Manager, and also works closely with the Vice President of Development, the Communications team, volunteers, and donors. This full-time position is responsible for logistics related to ArtsFund's fundraising, cultivation, and stewardship events. This position supports the functions of the Development department including data entry, analytics, research, and operations activities, as needed. The position also assists with social media, donor stewardship, mailings, calendaring, and general office tasks as required.

Key Priorities

- Serve as the key logistics coordinator for ArtsFund's events
 - Oversee communications with vendors (i.e. venue, caterer, valet, etc.).
 - Serve as primary point of contact for all event-related inquiries.
 - With supervision, manage event logistics, including registrations, reservations, invoicing, and payments.
 - Prepare event budgets and coordinate with vendors to arrange venues, programming, on-site services, and catering, as needed.
 - Volunteer recruitment and coordination.
 - Work with VP of Development and Annual Giving Manager to ensure the fulfillment of sponsor benefits.
 - Coordinate front-of-house and day of event activities.
 - Complete final report and follow-up with staff after the event.
 - Assist with day-of fundraising, as needed.
- Data entry, analytics, research, and department operations:
 - Assist the Donor Relations Manager with data and gift entry, as needed.
 - Run queries and extract data from the Raiser's Edge donor database.
 - Assist the Database Coordinator in maintaining records in the database.
 - Ensure recording of engagement activities, including call reports and research, as appropriate.
 - 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.
- Assist the Communication & Digital Marketing Manager with social media communications.
- Send out quarterly ArtsAccess newsletter with promotions from our Cultural Partners.
- Plan donor stewardship and cultivation events:
 - Plan and execute Pop-Up events.
 - Prepare event budgets and coordinate with vendors to arrange venues, programming, on-site services, 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 and manage virtual platforms for online events.
- Manage affinity groups:
 - Work with the Vice President and Annual Giving Manager to set program strategy and goals.
 - Partner and collaborate with affinity group members to envision events.
 - Solicit new program participants and renew existing ones.
 - Support and manage volunteers who serve as leadership for affinity groups.
 - Organize events and assist in facilitating engagement and networking events.
 - Create and maintain print and digital collateral materials, including web and social media.
- Coordinate workplace giving campaigns, corporate matching, and employee engagement efforts:
 - Maintain relationships with workplace giving coordinators at participating companies.
 - Partner and collaborate with company contacts to create campaign-related events.
 - 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.
- Other duties as assigned

Requirements

- Excellent relationship-building and customer service skills
- Excellent computer skills, including proficiency in Microsoft Office suite
- Organization skills and attention to detail
- Familiarity with or ability to learn CRM systems
- Excellent written and oral communication skills
- Ability to work with diverse colleagues and volunteers in a collaborative and inclusive environment
- Comfort training and coordinating people
- Reliability, ability to meet deadlines
- Maturity, cooperativeness, confidentiality, and discretion are essential
- Ability to work as a part of a team and independently
- Ability to work in a high-paced atmosphere
- Available to work occasional nights and weekends
- Ability to lift 10 lbs.

Preferred

- Associate's or Bachelor's degree
- Two years related development experience
- Event planning experience, including budgeting, working with vendors, and day-of execution

- Volunteer management experience
- Strong digital communications skills including working with social media and MailChimp
- Experience with Raiser's Edge or similar CRM
- Experience with Adobe InDesign, Photoshop, and other Adobe graphics software
- Driver's license and access to a vehicle is helpful for event set up, but not required

Work Environment and Conditions

This is a full-time (40 hours a week), hourly, non-exempt position, which may require some evening hours. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have ability to commit to consistent schedule within standard office hours, Monday through Friday; ability to work remotely with reliable internet access (hardware will be provided); and ability to work in our Seattle office for in-person work.

Compensation

Salary range of \$45,000 - \$50,000 based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by the employer, 403(b) with up to 4% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Year and week of July 4th).

To Apply

To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "Engagement Coordinator: your name."

ArtsFund recognizes that an individual's lived experience is a valued skillset. We aim to diversify the voices of all decision-makers on our staff to reflect best the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are strongly encouraged to apply. The position will remain open until filled. No phone calls, please; only applicants selected for an interview will be contacted.