

Development Coordinator Job Description

Job Title: Development Coordinator

Job Summary

The Fine Arts Center for the New River Valley, whose physical offices are located in Pulaski, Virginia, is seeking a part-time Development Coordinator to help us fund and expand our programming efforts as we move into our fifth decade of supporting and promoting the arts in our region. The Development Coordinator will work closely with the Board of Directors to manage operations of the Center and to pursue funding for current programs and desired expansion of staffing, programs, and services. This position is well suited to a person with dynamic people skills and ties to business and industry partners in the region as well as experience working in a non-profit environment. The candidate will have strong written, verbal, and digital media communication skills necessary to interact with local merchants, funding organizations, government officials and others across the New River Valley.

Responsibilities and Duties

- A. Co-develop and implement a strategic plan in partnership with the Board of Directors. The plan will be aligned with the mission of the Center and identify strategies to meet desired business goals.
- B. Assist the Finance Committee Chairperson in preparing an annual budget for Board approval. Monitor the approved budget; and in coordination with the Treasurer, manage bills, payroll, and incoming revenue; collect and organize materials for tax preparation; and provide monthly financial reports to the Board.
- C. Advance fundraising by researching and preparing grant proposals, sponsorships, and other funding requests to support operation of the Center, including events, exhibits, maintenance, and staffing. This task includes raising funds to support personnel, including this position, with a goal of a surplus at the end of each fiscal year.
- D. Develop positive relationships with key stakeholders that result in corporate sponsorships to support the Center and its operations. Suggest and manage opportunities to acknowledge sponsors through promotion at the Center, its events, and digital and print communications.
- E. Develop and nurture strong membership and donor relationships, and maintain a current membership roster and database. Duties include growing the membership, processing donations and membership fees, sending annual reminders, collaborating on an annual membership meeting with the Board of Directors, and acknowledging gifts and payments.
- F. Manage our digital infrastructure in support of standard daily operations, including routine communicating with members and supporters, seeing artists with works sold in the gift shop receive timely compensation, as well as optimizing the Center's online presence and public relations through its website, blog, social media accounts, and other means.
- G. Monitor our volunteer program and coordinate the training of volunteers.



- H. Ensure the day-to-day operations and facilities of the Fine Arts Center for the New River Valley, including maintaining adequate supplies for day-to-day operations, authorizing minor maintenance, and recommending capital improvements and equipment needs to the Board.
- I. Serve as ex officio member of the Board on the Finance and Building Committees, working with the chairperson of each committee, as needed, to meet objectives and recommend new objectives for Board consideration.

Development Coordinator Qualifications and Skills

- A. Bachelor's degree or documented successful experience in business administration, arts management, or a related field. Experience in working in or leading projects in a non-profit organization is preferred.
- B. Successful experience in securing grant funding, donations, or other measurable financial results.
- C. Demonstrated ability to implement objectives from strategic plans and meet annual business goals.
- D. Demonstrated ability to develop and monitor budgets.
- E. Experience building and maintaining relationships with community partners, including other museums and arts organizations, K-12 schools and institutes of higher education, and government officials.
- F. Excellent verbal, written, and digital media communication skills. Must be comfortable speaking in public, approaching and nurturing relationships with potential funders, collaborating with government officials, and interacting with a range of audiences, including explicitly supporting and promoting local artists.
- G. Proficiency with common digital productivity programs (e.g., Microsoft Office and Google's G Suite), social media platforms, and digital communications platforms (e.g., MailChimp or other communications coordination software).

Salary

This is a part-time contractor position that reports to and is evaluated by the Board of Directors through quarterly reviews and an annual performance evaluation. Annual base salary is \$20,000. The Development Coordinator is projected to require 20 hours per week to complete these duties.

Applications

Interested applicants should send a cover letter describing their qualifications and links to past work that is relevant to the position along with the names, position titles, and contact information for at least three (3) references. Digital or print work samples related to corporate development, business administration, or working with a non-profit organization are optional. The position will stay open until a qualified candidate has been secured.

Fine Arts Center for the New River Valley
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Questions can be directed to the Center at info@facnrv.org or by calling 540-980-7363. Our hours of operation are Tuesdays, Thursdays, and Fridays from 10 a.m. - 5 p.m. and Saturdays from 10 a.m. - 3 p.m.