

Development Coordinator
The Umbrella Arts Center

Vibrant, regional arts center seeks a team player who is interested in joining a dynamic, fast-paced team and building a career in nonprofit fundraising and arts administration. The Development Coordinator (DC) is an integral member of a Development and communications/Operations team at The Umbrella working to ensure the achievement of annual and long-term fundraising goals. In collaboration with colleagues, the DC coordinates all aspects of the annual fund campaign, executes day-to-day fundraising operations in accordance with best practices, and helps to build a strong community of support around The Umbrella. The DC reports to the Director of Development (DoD).

Job responsibilities include:

- Coordinates all aspects of the organization's annual fund campaign including list preparation, production, and mailing of two broad appeals as well as other development mailings and communications
- Processes gifts, acknowledgement letters, and reports daily and works together with the DoD and the finance manager to reconcile monthly statements
- Maintains and manages donor information in database (Tessitura); manages and creates lists and reports as needed to support the annual fund campaign
- Coordinates the Development Team's calendar of events, activities, and project timelines to meet project goals
- Works closely with the DoD, leadership, and Committees to plan and execute the organization's annual gala, headline concerts, and other events
- Assists DoD in supporting the organization's Board and Committees
- Coordinates regular wealth screenings and conducts donor prospect research as needed
- Tracks and stewards Institutional donor relationships and reporting requirements; assists with reports as needed
- Helps to cultivate and solicit donors < \$1,000 and interacts and forms relationships with donors at all levels
- Other duties and responsibilities as assigned

The Development Coordinator will have exposure to a broad range of development and arts administration as well as opportunities for job growth. The ideal candidate will have the following qualifications:

- Proven experience in fundraising or development operations in a nonprofit setting
- Passion for or interest in the arts is preferred
- Experience with CRM/database systems and wealth research tools - Tessitura experience a plus
- Strong work ethic, initiative, flexibility, and creativity
- Strong organizational skills and the ability to support multiple projects concurrently
- Strong oral and written communication skills

- Strong interpersonal skills and the ability to work collaboratively with volunteers, patrons, and colleagues
- Ability to exercise discretion and tact, as this position often interacts with Board members, committee and council members, artists, donors, and patrons

If you feel you can do this job, even if your background does not exactly match the job description, we encourage you to apply and tell your story.

This is a full-time position with a comprehensive benefits package. A regular work week is in person Monday through Friday but this role will require some flexibility for events and meetings.

Salary begins in the range of \$50-55k and is commensurate with experience.

Please email a cover letter and resume (as a single PDF) to Melissa Greven, Data & Administration Manager at melissa@theumbrellaarts.org. Please include the words "Development Coordinator" in the subject line of your message. Applications received by 5:00pm on Wednesday, July 3, 2024 will be given first priority. No phone calls, please.

The Umbrella is dedicated to building a more diverse, equitable, inclusive, and accessible community. Please see our DEIA statement. Applicants from underrepresented populations are strongly encouraged to apply.

Founded in 1983, The Umbrella is a one-of-a-kind arts center in the heart of historic Concord, MA that completed a state-of-the-art renovation in 2020. It is home to a broad array of artistic programs and education opportunities for all ages including: more than 50 resident artist studios as well as programs for young artists; year-round arts education for adults and youth including a leading ceramics program and summer camp; one of the region's newest professional theater companies; film and music performance including the headliner concert series that has recently featured John Mayer, Lake Street Dive, and Brandi Carlile; and robust gallery exhibits by regional artists and beyond that intersect with programs across the organization.

The Umbrella is about a 2-block walk from the MBTA Fitchburg Line Concord stop, and easily accessible from the Walden exit of Route 2 with ample free parking. Staff often enjoy visiting the historic downtown center, other cultural and hospitality establishments, as well as the neighborhood and nearby nature settings. Staff are encouraged to participate in cultural activities year-round, with complimentary access to The Umbrella's headliner concerts, professional Stage Company productions, gallery exhibitions, and Open Studios, and deep discounts on arts education classes, from dance to pottery to woodworking.