



THE UMBRELLA

Development Coordinator

The Umbrella Arts Center

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 headline concert series that has recently featured John Mayer and Lake Street Dive, as well as the upcoming Brandi Carlile; and robust gallery exhibits by regional artists and beyond that intersect with programs across the organization.

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 Assistant Director of Development (ADoD). 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 ADoD 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 ADoD, leadership and Board Committee to plan and execute the organization's annual gala, headline concerts, and other events
- Assists ADoD 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
- Manages volunteers as needed to assist with events, outreach, and mailings
- 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:

- BA and 3+ years' experience in development at a nonprofit or similar organization
- Experience with CRM/database systems and wealth research tools - Tessitura experience a plus
- 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
- Strong work ethic, initiative, flexibility, and creativity

This is a full-time position with a comprehensive benefits package. A regular work week is Monday through Friday but this role will require some flexibility for events and meetings. Salary is begins in the range of \$50-54k and is commensurate with experience.

Applications, including a cover letter and resume (as a single PDF), should be sent to Melissa Greven, Data & Administration Manager at melissa@theumbrellaarts.org. Applications received by 5:00pm on October 20, 2023 will be given first priority.

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.