



Arts Impact is an arts education organization based in Cleveland, Ohio. This 501 (c)(3) organization's mission is to bring learning to life through art. Our primary purpose is to use the arts to help children learn, create, imagine, dream, explore, grow, and succeed.

Learn more at artsimpact.org.

EMPLOYEE JOB DESCRIPTION

Development Coordinator

Reports To: Development & Marketing Director

Job type: Full time

Pay: \$50,000, plus benefits and generous paid time off

FLSA Status: Exempt

Summary: The Development Coordinator is responsible for supporting Arts Impact's development goals, with a focus on individual giving.

Duties & Responsibilities:

- Cultivate donors and engage prospective donors through ongoing communication
- Create and execute donor campaigns
- Develop materials for donor meetings and outreach
- Help with corporate giving requests
- Track and report donor/prospect activity and engagement
- Assist with grant writing
- Support special events
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree preferred
- Two or more years' experience in development preferred

Language Skills:

- Ability to read, analyze, and interpret data and written documents
- Ability to interact clearly and effectively, in both written and oral communication
- Strong writing skills required

Computer Skills:

- Proficient in personal computer skills including e-mail, routine database activity, word processing, spreadsheets, graphics, etc.
- Above average knowledge of Microsoft Office
- Proficiency with Salesforce or similar donor tracking tools preferred

Personal Skills:

- Strong organizational and planning skills required
- Ability to work independently and collaboratively, demonstrating initiative and accountability
- Excellent communication skills

Committed to Diversity:

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. We encourage individuals from historically underrecognized backgrounds to apply. Diversity is an integral part of our organization, and we are committed to creating a workplace that reflects the community we serve and where everyone feels empowered to bring their full, authentic selves to work. Creating an inclusive workplace creates a strong organization. We embrace and value diversity so that everyone, from any background, can do their best work.

Physical Demands:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while operating their computer and performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office machinery, such as copiers and printers. They must be able to exchange accurate information with staff, vendors, and others in the office while interacting. The employee must regularly move up to 15 pounds and occasionally up to 25 pounds. The individual must be capable of reviewing their work for errors and adjusting as necessary.

To Apply: Interested individuals may [apply via Indeed](#) or send a cover letter and resume to info@artsimpact.org. No phone calls, please.