



Position: Community Engagement Coordinator – Full-time
Reports to: Executive Director

Position Summary:

The Community Engagement Coordinator reports to the Executive Director and is responsible for implementing strategic membership and fundraising plans in order to raise the funds necessary to meet the annual and long-term financial needs of Thelma Sadoff Center for the Arts. Duties include writing and managing foundation and corporate funding proposals, processing donor and member acknowledgements, researching new prospective donors and members, and support the organization through managing fundraising events, membership lists, and producing organizational collateral and online communications as needed.

The ideal candidate will be a highly organized individual who supports and understands our mission. The candidate will have demonstrated experience in fundraising or a related field. Successful candidates will be able to self-manage and work independently on several projects simultaneously in a fast-paced, high performance environment. Superior written communication skills are essential.

Key Areas of Responsibilities:

Foundation & Corporate Donor Management

Research, write or assist in writing grant proposals following annual grant calendar.
Ensure organization maintains relationship with funders.
Produce reports to donors and members, and donor and member acknowledgement letters to corporate and foundation donors.

Individual & In-kind Donor and Member Cultivation/Follow-Up

Oversee individual donor and member appeals, and individual donor and member acknowledgements.
Update donor and member database and maintain regular contact with current, potential and lapsed donors and members.
Assist Marketing Coordinator with the production of organizational collateral and generating online communications as needed.

Fundraising and Member Event Support

Create and assist with logistics of small and large fundraising and member events.
Maintain and establish new relationships with vendors to donate services or goods.

Maintain relationships with current funders and members and seek new financial support and event sponsorship.

Additional Qualifications:

Bachelor's Degree required.

Minimum 2-3 years' experience in community engagement with proven track record in fundraising.

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and must be willing to work flexible schedule, including evenings and weekends.

Demonstrated accountability in project ownership and solution-oriented work approach.

Excellent interpersonal skills including the ability to build rapport both in person, via email and by phone, with high professionalism.

Detail-oriented, organized and able to manage multiple priorities.

Excellent communication skills, including writing and verbal communication.

Ability to manage multiple projects and work assignments from a variety of constituents.

Ability to work effectively under pressure and with deadlines.

Common sense and a sense of humor are a must.

Proficient in Microsoft Office, including Excel, with ability to easily learn other programs.

Compensation based on experience.

Benefits include health and dental insurance, vacation, and wellness program.

How to Apply: Please email a formal cover letter and resume to Jacqui Corsi, Executive Director, at jacqui@thelmaarts.org with the subject line Community Engagement Coordinator Position.