Arts for Learning WNY – Job Description

Job Title: Development & Communications Coordinator
Reporting To: Director of Development & Marketing
Status: Non-Exempt. Part-Time, 15-25 Hours Per-Week
Location: Central Library, Downtown Buffalo (some remote work available)

Company: Arts for Learning WNY (formerly Young Audiences of WNY) is a not-for-profit arts education organization whose mission is to inspire, expand learning, and strengthen the community through engagement with the arts. For 61 years, Arts for Learning has developed and delivered education programs in all artistic disciplines to more than 3 million children and families in the region. The professional Teaching Artists on our roster engage young people in creative learning opportunities in all 8 counties of Western New York, including Erie, Niagara, Orleans, Genesee, Wyoming, Allegany, Cattaraugus, and Chautauqua.

Summary: A successful candidate would be an organized, detail-oriented person who is a strong relationship builder and is flexible spending time at a desk and visiting weekday, weekend, and evening programs while supporting a small team that has a big impact across Western New York. The Development and Communications Coordinator will work with the Director of Development & Marketing to oversee major fund development, grant management, and communication initiatives. The Development and Communications Coordinator will also help coordinate data entry, marketing, and evaluation of grant funded programs with Education Team.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Fund Development (40%)
● Assist the Director of Development & Marketing with the conceptualization, design and implementation of fundraising systems, strategies, and campaigns, including: individual giving, direct mail and electronic appeals, major gifts, electronic giving, corporate sponsorship giving, donor retention and foundation and government grants to support budget.
● Manage gifts process and stewardship including donor management tracking, thank-you letters, and all other communications.
● Investigate and identify prospective funding sources and maintain up-to-date information on current funders.
● Develop and write grant proposals in collaboration along with the Director of Development & Marketing to foundations or other grant-making organizations, persuasively communicating the organization’s mission and programs though letters and narrative proposals.
● Manage logistics for grant reporting, including: finance, evaluation collection, data entry.

Communications & Marketing (40%)
● Coordinate with the Director of Development & Marketing on communications and marketing initiatives related to grant-led initiatives.
● Coordinate and attend a percentage of both in-person and virtual programs each week to be
Arts for Learning representative and take photo/video capture of programs and activities for promotional use.

- With the Director of Development & Marketing, play a role in collaborative public advocacy efforts as well as Arts for Learning-centric efforts.
- Assist staff in planning, implementing, monitoring, and upgrading Arts for Learning’s website.

**Program Management (15%)**

- Use Salesforce to input data as part of the grant tracking process.
- Prepare materials for reporting for program-related government and foundation grants and contracts.
- Work with the Education Team to evaluate, assess and document programs and act as liaison between the artists, ensembles, and community partners.
- Proactively keep updated on the artist roster and build relationships by communicating effectively about Teaching Artists and programs during outreach activities.

**Office Management and Administrative Logistics (5%)**

- Receive phone calls, maintain a friendly, knowledgeable, and helpful phone demeanor.
- Assist with creating and maintaining efficient systems for file and data collection and management.
- Maintain efficient filing and storage systems (hard copy & digital) for all records, archives, etc.

**QUALIFICATION REQUIREMENTS:**

- Experience in one or more: art education, arts management, business management, education, youth coordination, social work, or sociology.
- Must have knowledge of and the ability to work with both youth and adults in diverse communities.
- Basic computer knowledge and computer skills to complete required paperwork.
- Bachelor’s Degree preferred with 3 years’ experience in communications and/or grants management; or a combination of education and experience.
- Must be able to work a minimum of 8 hours per week in the office or on site at program location.
- Must be able to attend some evening and weekend programs, and work at least 1 Saturday program a month.
- Preference will be given to those with reliable transportation, as there will be off-site meetings and program visits located throughout Western New York.
- Commitment to racial equity, social justice, diversity, inclusion, and innovation.

**COMPENSATION:**

- Salary will range from $17.75 - $19.75 an hour, less applicable taxes.
- Part time employees are eligible to contribute to a 403b Plan.
- Parking pass or $65 towards a monthly NFTA pass.
- Part time employees are eligible for up to 40 hours of PTO per calendar year.

*Arts for Learning WNY is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression.*