Overview

Lane Arts Council is a nonprofit organization working to strengthen and support the arts in Lane County. We seek a qualified Development & Communications Coordinator to support Lane Arts Council development and fundraising initiatives, and to coordinate communications to donors, constituents, and the community. The position is also responsible for general administrative and office operations, serving as the first point of contact and providing information about programs, opportunities, and resources to the public.

FTE: 1.0 (full-time, 40 hrs/week)
Salary: $15/hr
Benefits: paid vacation, paid holidays, and health benefits
Reports to: Interim Executive Director

Duties

Development and Fundraising Support
- Manage Little Green Light donor database
- Process donations, sponsorships, and grant awards
- Coordinate gift stewardship, including thank-you cards and impact reports
- Maintain stewardship calendar, with reporting deadlines for grants, sponsors, and donors
- Coordinate spring and fall donor appeal mailings and fundraising campaigns
- Coordinate logistics for fundraising and donor appreciation events, including invitations, venue, food donations, tracking RSVPs, etc.
- Lead coordination of ArtSpark fundraising initiative in partnership with committee
- Support the Development Committee in administrative tasks

Communications
- Oversee Lane Arts Council marketing and communications in alignment with brand
- Maintain and coordinate content for Lane Arts Council website and social media platforms
- Create monthly newsletter and maintain email list in Constant Contact
- Collaborate with staff to create marketing strategies for programs
- Work with graphic designer to create invitations and other communications materials
- Prepare Annual Report
- Maintain media contacts and serve as a point of contact with media
- Represent Lane Arts Council at outreach events
Volunteers and Interns

- Manage and oversee Lane Arts Council’s volunteer base
- Work with staff to determine volunteer and intern needs
- Coordinate communications materials and outreach to recruit volunteers

Administrative

- Maintain an organized and welcoming office environment
- Serve as the first point of contact for visitors
- Answer phones, manage Lane Arts Council emails, and check mailbox
- Maintain office accounts, files, services, and tech, including equipment and software; troubleshoot technical difficulties; purchase office supplies and equipment
- Develop and maintain templates and organizational administrative systems
- Other duties as assigned

Preferred Skills and Qualifications

- Bachelor’s degree
- Experience working for nonprofit organizations
- Proficiency with Adobe InDesign and WordPress

Desired Traits

- Strong communication skills
- Provides excellent customer service
- Highly organized and detail-oriented
- Strong time-management; ability to manage multiple projects and tasks
- Ability to collaborate with others effectively
- Ability to work with diverse communities
- Willingness to challenge oneself

Application Process

Review of applications will begin on September 22nd, but the position will remain open until filled. Please submit the following application materials as one complete PDF to employment@lanearts.org

- Cover letter describing experience, skills, and traits that make you the ideal candidate
- Resume and three professional references

Equal Employment Opportunity: Lane Arts Council is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.