



Lane Arts Council

Development Coordinator (temporary position)

This position supports Lane Arts Council's development and fundraising initiatives and coordinates development-related communications, helping to ensure that LAC's supporters feel connected to our impact, and that the organization has the needed resources to carry out its mission and goals. This position collaborates with the Lane Arts Council Finance Coordinator and works closely with the Executive Director. They interact with a wide range of donors, staff, artists, and board members. The Development Coordinator is responsible for a wide range of development and executive support tasks and must be able to work independently with varied (and sometimes minimal) supervision. The Development Coordinator must be organized, resourceful, discreet, thorough, self-motivated, and a strong communicator (written and verbal).

FTE: Approximately 20 - 30 hours/week (could be on lower or higher end depending on individual)

Compensation: \$19.23/hr

Timeline: Temporary position, starting in as early as September 2024 for approximately 6-12 months

Work hours and location: This position primarily works weekday hours in Lane Arts Council's office (174 E 16th Ave in Eugene). After onboarding, there is some flexibility to work partial hours off-site.

Reports to: Executive Director

Duties & Responsibilities

Development Strategy and Reporting

- Supports the creation and implementation of LAC's fundraising plan, in partnership with LAC's Fundraising Committee and Executive Director
- Track expenses and revenue forecasts for multiple development functions, including events and appeals; monitor campaign outcomes and revenue in relation to fundraising goals
- Provide administrative support to the LAC Fundraising Committee; attend committee meetings and take notes

Individual and Corporate Giving

- Manage and maintain Little Green Light donor database, including data entry and updates, creating reports, and managing systems to track donor cultivation and stewardship
- Utilize donor data to create lists and reports as needed to support fundraising
- Coordinate donor appreciation and stewardship materials, including thank-you cards and impact reports
- Manage individual and corporate donor research to maintain and expand donor profiles; work with Executive Director to research new sources of funding
- Manage LAC's annual giving campaigns; coordinate spring and fall donor appeal mailings, including physical printed mailers, postcards, and multiple Constant Contact emails

- Maintain the development-related pages of LAC's website; create development-related content for social media and newsletter
- Check mailbox daily, distribute mail, and process checks
- Reconcile received revenues (checks, credit/debit, online giving) with Finance Coordinator
- Update LAC's email list in Constant Contact

Grant Proposals and Reports

- Update and maintain LAC's grant tracking tools (spreadsheet, Google Calendar, and Dropbox Paper Doc) to support the timely submission of grant proposals and reports
- Create thank you cards and impact reports for grant funders
- Manage the timeline, process, and design of LAC's annual report; coordinating content and images with LAC Program Director (Sept – Feb)

Fundraising Events

- Coordinate LAC's annual donor appreciation event (Feb 2025) including but not limited to invitations, entertainment/activities, venue, food, tracking attendance, on-site support, etc.
- Support the ArtSpark committee and contracted event coordinator in the planning and implementation of LAC's ArtSpark fundraiser for arts education (April 2025); manage the timeline, budget, and tools/systems for an organized event planning process
- Support Executive Director in researching and securing ArtSpark event sponsorships

Executive Support

- Provide support to the Executive Director as needed; duties as assigned
- Coordinate logistics for board meetings including setup for hybrid meetings, printing materials, arranging refreshments, etc.
- Support board related communications

This position will remain open until filled. Please submit your resume and cover letter (describing your experience, skills, and traits that make you the ideal candidate) as one complete PDF to Lane Arts Council Executive Director, Stacey Ray: stacey@lanearts.org

Studies have shown that people of color, women, and other people from historically marginalized communities are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a position description. We are most interested in finding the best candidate for the position, and that person may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

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.