



Arts for Learning WNY – Job Description

Job Title: Development and 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 over 60 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 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 help coordinate data entry, marketing, and evaluation of grant funded programs with the Program 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.
- 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 through 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 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 Program 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, graphic design, fund development, grants management, or communications.
- Must have knowledge of and the ability to work with both youth and adults in diverse communities.
- Proficiency in Google Workplace, 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 and work 1 Saturday 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.
- Up to \$50 per month in parking reimbursement or reimbursement toward a monthly NFTA pass. Receipts required for reimbursement.
- Part time employees are eligible for up to 40 hours of sick time per calendar year. Additionally, part time employees receive 40 hours of PTO per calendar year after one year of service.

TO APPLY: Send an email with "Development and Communications Coordinator" in the subject line to employment@artsforlearningwny.org. Included in pdf format: resume, cover letter, and three references (that will only be called after a candidate has an interview). No phone calls please.

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.