

Job Description

HILLSBOROUGH ARTS COUNCIL FUNDRAISING COORDINATOR (part-time contract) POSITION DESCRIPTION

SUMMARY

The Fundraising Coordinator is a part-time, contract position at the Hillsborough Arts Council (HAC). With strategic guidance from the Executive Director, the Fundraising Coordinator is responsible for leading specific efforts related to giving which encompass donations, sponsorships, and fundraisers. The Fundraising Coordinator collaborates closely with other staff as well as HAC Board members. There is potential to move into a Fundraising Director role next fiscal year as a staff member.

This position is available to local candidates only. Requires work on-site in Hillsborough, North Carolina.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising Development & Strategy (40%):

- Collaborate with the Executive Director in fundraising strategy development, ensuring the array of fundraising initiatives are in alignment with Hillsborough Arts Council's annual strategic goals, mission, vision, and values.
- Collaborate with the Marketing Director in developing the materials to be used to market giving to HAC
- Leverage key relationships of HAC staff and board members for potential givers and sponsors
- Develop stewardship plan for donor life cycle.
- *Fiscal year end goal: Research and implement a new CRM platform.*

Sponsorships (30%):

- Identify and construct custom packages used to solicit potential year round sponsors/HAC partners
- Identify and construct custom packages used to solicit potential event sponsors/HAC partners
- Build a feedback process for sponsors to understand how their funds benefitted HAC, and how our programs benefitted the partner and/or the area
- Collaborate with staff and board members to build long-term relationships
- *Fiscal year end goal: increase corporate sponsorships by \$10,000.*

Donations (30%):

- Follow up with donors who are one-time, sustainers, or annual donors with appropriate outreach of appreciation
- Lead year-end giving campaigns
- Collaborate with Program Director on gift opportunities at HAC programs
- Provide visibility at HAC events to meet potential donors
- Develop a consistent message for HAC staff and board members to use when meeting a potential donor
- Collaborate with the Gallery and Gift Shop manager to promote HAC giving in the gallery
- *Fiscal year end goal: create and execute a fiscal year end giving campaign that aligns with the Handmade Parade on June 1st.*

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong belief in and commitment to HAC's mission, vision, and values
- Knowledge of best practices in nonprofit fundraising
- Knowledge of technology, tactics, & strategies related to fundraising
- Exceptional verbal & written communication skills
- Strong customer service, time management, multitasking, and organizational skills
- Skilled in problem-solving, troubleshooting, and conflict resolution

- Excellent interpersonal skills with ability to collaborate, delegate, and manage a team
- Adaptable, strategic, self-motivated, and results-oriented
- Shows initiative and independence in carrying out responsibilities
- Passion for arts, culture, and our local creative community
- Familiarity with local and regional area, including customer & audience interests

EDUCATION & EXPERIENCE

- 2+ years of professional experience in non-profit fundraising
- Demonstrated ability to present
- Familiarity with CRM and database management, as well as task management tools
- Familiarity with the nonprofit sector and grassroots organizations
- Bachelor's degree in a related field from an accredited college or university (preferred), or a comparable combination of education and work experience

COMPENSATION & BENEFITS

- Three-month contract for 20 hours a week: \$26/hour.
- Possibility to renew contract or transition into a staff position
- Access to professional development opportunities and trainings
- Team building experiences and opportunities to engage with the local community
- Fun, flexible, and creative working environment

Interested applicants must submit their resume, cover letter, and a list of references as attachments in an email to director@hillsboroughartscouncil.org.

Please save all attachments in .DOC or .PDF formats, using naming conventions: "CoverLetter_YourFullName", "Resume_YourFullName", etc.