

Greenville Center for Creative Arts has an immediate opening for a **full-time Coordinator** who directly supports the work of the Executive Director. In addition to administration, the Executive Director's portfolio includes creating strategy for and managing the Comprehensive Campaign, Circle of Friends Annual Fund, Membership, Corporate Sponsorship, Grants, Planned Giving and special events.

This individual must be flexible to work in a startup and thrive in a fast-paced customer service oriented environment with demanding deadlines. General work hours are Monday to Friday from 9 am to 5 pm. Monthly First Fridays, Artisphere and Greenville Open Studios events are required by all team members.

QUALIFICATIONS:

- Experience with MAC hardware, cloud based CRM technology, Microsoft Office and Google Apps, integrated calendar and project management
- Must be an Ambassador for the mission of Greenville Center for Creative Arts
- Excellent verbal and written communication skills with exceptional attention to details
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Able to anticipate problems and resolve issues, maintain a flexible attitude and exercise mature, commonsense judgment to ensure goals are met in a timely manner
- Possess strong organizational skills managing complex, multi-faceted campaigns resulting in measurable successes and growth
- Writing sample and background check is required
- A bachelor's degree preferred
- Experience in fundraising preferred

JOB RESPONSIBILITIES:

In collaboration with the Executive Director, the Coordinator will handle the following:

1. Coordinate the Executive Director's schedule, committee meetings with overall calendar management. In addition to making appointments, this may also involve ensuring there are no scheduling conflicts with the Center's events and programming.
 - a. Utilize and maintain the yearly fundraising campaign timeline
 - b. Assist the Executive Director and work with volunteer leaders to schedule meetings with prospective donors/sponsors. This includes email and phone calls to all people involved.
 - c. Meeting responsibilities include making lunch reservations, coordinating schedules with a staff person for a tour of the Center, confirming the meeting, sending any necessary information to the donor/sponsor before the meeting.
 - d. He/She attends each committee meeting and keeps accurate notes about who agreed

- to do what actions following the meeting.
- e. He/She follows up with each person reminding (and clarifying with) them about what they have agreed to do and provides them whatever they need to get the task done.
2. Prepare and format information for internal and external distribution. This may include writing letters and memos, compiling data for reports, creating presentations, writing reports, transcribing dictation, editing, proofreading and other information preparation duties.
 - a. Responsible for accurate Annual Fund and Membership solicitation, renewals and acknowledgement letters
 - b. Prepare materials needed for donor/sponsor meetings: the coordinator customizes materials, keeps them updated and organized.
 - c. He/She prepares package of materials for donor/sponsor meetings as directed by the Executive Director and leaders/solicitors.
 3. Maintain company records on behalf of the Executive Director. He/She will be responsible for setting up and managing both electronic and paper filing systems.
 - a. Track and facilitate meeting records
 - b. Follow up from donor/sponsor meetings: He/She makes sure the donor/sponsor is thanked appropriately and receives the materials or follow up action promised at the meeting.
 - c. He/she makes sure that organizational records of the meeting are updated and filed and that follow up actions are noted so they can be acted on in the future.
 4. Exercise discretion and maintain confidentiality with access to privileged information.
 - a. Coordinate meeting follow up, such as drafting notes for the Executive Director and volunteer leadership to work with after the meeting.
 - b. Ensure that every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 48 hours of receiving the gift and thanked again by other members of the campaign team.
 - c. Make sure that each gift is credited appropriately in the accounting system, noting any on-going pledge payments and reminders.
 - d. Update the campaign reports and has current campaign reports easily accessible.
 - e. Maintain an updated list of naming opportunities.
 5. Perform data analysis, using a combination of computer and critical thinking skills.
 - a. Conduct prospect identification and research: He/She conducts prospect research to identify prospective donors/sponsors and to gather information about people both new prospects and current donors/sponsors.
 - b. Assist Executive Director by making suggestions about possible meetings/engagement opportunities and encourages the campaign leaders to be proactive in reaching out to donors/sponsors.
 6. Develop and maintain an accurate report of campaign progress to date.

- a. Working with the campaign committee, develop and execute a communication plan for donors/sponsors.
- b. Assist in developing and executing, with the volunteer leadership and staff, a public relations/communications plan to keep the campaign in the public's eye and to maintain its momentum.
- c. Produce monthly report on campaigns progress for Board of Directors and key leadership
- d. Coordinate with the development team to make sure that the all contact with campaign donors/sponsors is coordinated so as not to conflict with the development committee, membership or annual fund, or other operating fundraising and volunteer efforts.
- e. Support the Executive Director, volunteer leadership in planning and implementing a funding strategy through public funding.

7. Plan and execute small development related events with staff and board support.

8. Other duties as described

The Coordinator will be required to walk and move about work location on foot, and work will include periods of standing, sitting, and use of stairs as needed. May be required to lift and/or move items of moderate weight as needed.

Benefits:

- Health Insurance reimbursement
- Paid Time Off
- 401K
- Growth potential