

## Communications & Development Coordinator

No Longer Empty (NLE) presents site- and community-responsive exhibitions and public programs to activate empty spaces located in distinctly urban settings throughout New York's five boroughs. We champion the power of art to unlock creative potential, make visible local histories and cultivate imaginative responses to the aspirations and priorities of local communities within a rapidly changing metropolis. As we grow, NLE strives to build a staff and board that reflects the cultural diversity of New York, the constituencies and neighborhoods we serve.

We are seeking a Communications & Development Coordinator to serve as a member of the core team at NLE. This position plays a critical role in NLE's plan to implement inventive marketing strategies and partnerships, diversify income streams, and continue to raise the profile of the organization and its programs. Reports to and works closely with the Executive Director.

### KEY RESPONSIBILITIES:

- Work with the Executive Director on NLE's annual development plan to achieve financial goals for individual giving; foundation and corporate support; and special events
- Provide research, grant writing and proposal development support including but not limited to developing budgets, preparing associated materials, and submission/delivery
- Maintain NLE master calendar and facilitate internal communications to update and coordinate development, exhibitions, programming, education and communications tracks
- Spearhead creation and implementation of NLE's annual communications plan
- Write and solicit compelling content for print and digital materials, such as brochures, e-newsletters, fundraising appeals, and annual report
- Monitor and track organization's programs for grant reporting both narrative and financial reporting in collaboration with NLE core team
- Oversee the management of the NLE development and communications databases
- Coordinate NLE online presence including website content management and social media campaigns
- Spearhead public relations and communication strategies around cornerstone events and projects
- Build relationships with press and manage partnership agreements related to communications
- Insure donor acknowledgement on all relevant promotional materials  
Organize and maintain NLE digital assets (files, photos, templates) for ease of use during active programming and then as the NLE Archive
- Assist with various administrative tasks including managing general correspondences, preparing payment requests, vendor relations, contracts, etc
- Other duties as assigned

**QUALIFICATIONS**

- Demonstrated passion for contemporary art in a range of forms and media
- B.A. in Art History, Arts Administration or related field
- 3 years professional experience working in the arts, preferably in development, arts administration, digital marketing/communications or special events
- Professional demeanor, strong work ethic and interpersonal skills, including ability to work with diplomacy and tact
- Excellent verbal and written communication skills and sincere interest in connecting with different types of people and cultivating diverse perspectives
- Robust computer skills and the ability to learn new programs and platforms quickly. (Microsoft Office Suite, Google Apps, Adobe Creative Suite, Salesforce, online newsletter formatting, web content management systems, social media, etc.)
- Knowledge of fundraising techniques including, but not limited to, proposal writing, public relations, donor relations and stewardship, prospect research
- Graphic design skills
- Database management experience
- Copy editing and/or professional writing experience a plus
- Detail-oriented and organized with ability to work as a team member and/or work independently and take initiative as appropriate
- Ability to think clearly and prioritize in a fast-paced environment
- Commitment to team-based processes in order to work toward a shared set of goals
- Availability to work evenings and weekends during high production phases

This is a full-time position with benefits. Salary commensurate with experience

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**TO APPLY**

Send resume and cover letter explaining your interest in this position to: [director@nolongerempty.org](mailto:director@nolongerempty.org), please include "Communications & Development Coordinator" in the subject line. No calls or faxes.

Applications accepted until position is filled.

NLE is an Equal Opportunity Employer.

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**ABOUT NO LONGER EMPTY**

Since 2009, NLE has organized 23 exhibitions featuring the work of 268+ artists located in unexpected places including a former home for seniors in the Bronx, a historic bank in LIC Queens, an iconic music store in the East Village, a former belt factory in Brooklyn, coast guard houses on Governors Island, as well as an affordable living complex in Sugar Hill Harlem. Shaped by a responsive curatorial process, our integrated exhibitions and educational programs make visible the layered histories of each unique site to generate participatory platforms for art and exchange.

For more information, visit [www.nolongerempty.org](http://www.nolongerempty.org)