



Job Title: Development Coordinator

Job Summary:

We are a successful education non-profit seeking a Development Coordinator to support and facilitate organizational advancement and growth. This individual will report to the ArtsNOW Director of Marketing & Development and work out of our regional office in Winder, Georgia. This position will operate within our mission and vision and work together to help successfully achieve strategic objectives. ArtsNOW, Inc. has a close-knit culture in which we place a high priority on communication, recognition, and collaboration.

We are in search of a Development Coordinator who is aligned with our vision and mission, and who will continue to enhance it through relationship-building and positive collaboration.

Responsibilities and Duties:

Grant Research and Coordination (25%)

- Proactively research and identify foundation prospects, including but not limited to, private, family, and corporate funders, using tools such as Instrumentl, Candid, and other online resources
- Identify grant opportunities that align with our mission, vision, and strategic goals
- Write, coordinate, and prepare details for grant submissions to foundation prospects
- Provide a full spectrum of assistance to staff in the planning, writing, budget development, and evaluation of grant opportunities
- Maintain a grants calendar to ensure that all foundation applications, reporting, and renewal deadlines are met
- Maintain accurate documentation of all submitted and awarded grants using Salesforce for Nonprofits CRM
- Work alongside staff to collect information needed to complete proposals

CRM Database Management (30%)

- Serve as primary system administrator for the Salesforce for Nonprofits environment, responsible for the oversight, planning, monitoring, maintenance, and control of the CRM system to ensure that it supports the organization to deliver on strategic objectives

- Manage the day-to-day configuration, support, maintenance, and improvement of our CRM database
- Handle all basic administrative functions including user maintenance, generation of reports and dashboards, creation of new fields, and other routine tasks - those not handled by a Salesforce Developer or Consultant/Partner
- Lead the use of Salesforce to manage new and existing partner and donor entries
- Create and maintain connections and relationships with different internal stakeholders to develop and execute marketing and development strategies
- Automate processes using Salesforce tools such as process builder, flow automation, and validation rules
- Manage organizational data integrity within Salesforce integrations
- Collaborate with our business manager on financial reporting needs
- Support data integration with Mailchimp or other email service provider (ESP)
- Build capacity for our organization to leverage Salesforce as part of our organization processes

Donor Stewardship (15%)

- Develop and manage a donor stewardship plan to engage and retain donors
- Using our CRM, segment and prioritize our current and prospective donors (new, recurring, major, planned, etc.)
- Develop and implement a donor recognition strategy and program
- Coordinate communication efforts for the organization for donors (email, letters, events, etc.)

Event Coordination (10%)

- Coordinate and manage donor fundraising event(s)
- Events may consist of one large annual fundraising event and other smaller donor appreciation or networking events

Other Support (20%)

- Support digital fundraising and engagement campaigns via email, website, and social media
- Maintain an organized library of all marketing materials, images, and assets
- Contribute to ArtsNOW strategy and advancement specific to digital marketing, communications, public relationships, and development support
- Maintain a culture of transparency and communication throughout the organization
- Ensure commitment to, and compliance with, all applicable non-profit laws and regulations across the organization
- Support general operations of ArtsNOW, Inc., including Foundational Seminars, during June annually

Qualifications and Skills:

- Bachelor's degree
- At least one to two years of professional experience, preferably in a non-profit, start-up, or resource-constrained setting
- At least one to two years of experience with database management, including creating reports
- Certified Salesforce CRM Administrator or Advanced Administrator preferred
- Strong computer skills and proficiency with technology including Microsoft Office products, CRM, and databases
- Strong project management and logistical skills
- Strong attention to detail, successfully managing multiple tasks and deadlines with proper organization and prioritization
- Strong aptitude for verbal and written communication
- Ability to maintain confidentiality and work well within a team
- Strong problem-solving and time-management skills

To apply or for questions, please email your resume to Shenley Rountree at shenley@artsnowlearning.org.