



Job Title: Development Coordinator
Location: Blue Line Arts, 405 Vernon St. Roseville, CA 95678
Hours of Work: 40 hours per week, Mon- Sat from 9-5pm. Flexible hours.
Reports to: Executive Director

Objective:

Blue Line Arts is a nonprofit arts organization located in Downtown Roseville that serves as a regional cultural hub committed to fostering impactful arts experiences. Through exhibitions, educational programming, and public arts initiatives, we support a full creative life for all. We are looking for a friendly, professional, and motivated Development Coordinator to join our team. To support a full creative life for all, Blue Line Arts commits to championing policies and practices of cultural equity that empower a just, inclusive, and equitable nation.

Job Description:

The Development Coordinator reports to the Executive Director and is responsible for a wide range of activities in support of the organization's communication and fundraising goals. This role is suited to a dynamic, highly organized person with a creative approach to fundraising strategies to achieve established goals. A key focus of this role is to sustain and develop individual and corporate memberships, donations, and earned income from fundraising events. Day to day activities include managing member communications, processing gift transactions, booking events/meetings at our facility as well as conducting general development research, identifying and pursuing prospective donors, members and grant opportunities. This position plays a key role in promoting our organization's value and positive impact to the community.

Responsibilities for Development Coordinator:

- ✓ Supports the fundraising initiatives established in the organization's strategic plan.
- ✓ Coordinates special campaigns: Big Day of Giving, End of Year Giving, Sponsorships and annual fundraisers such as Lottery for the Arts and the Gallery Gala. Conducts oversight for logistics, managing registrations, coordinating with vendors, creating itineraries and marketing collateral.
- ✓ Coordinates with vendors and team members to ensure successful fundraising events, campaigns and community projects along with managing guest interactions.
- ✓ Evaluates and monitors performance for campaigns, events, memberships and donations on an ongoing basis by analyzing key metrics and creating comprehensive reports to track progress and goals in line with the organization's strategic plan.
- ✓ Process gifts and memberships, and routinely maintain the NeonCRM database, ensuring constituent data is updated as needed and inform on workflow efficiency.
- ✓ Manage regular member/donor correspondence and acknowledgements including bulk email and mail campaigns.
- ✓ Cultivate and steward relationships with current donors, members, sponsors, and community members to strengthen communications with supporters.
- ✓ Conduct research to identify and pursue new prospects. Includes phone solicitations and ongoing, active solicitation to individuals and businesses.
- ✓ Manages event rental inquiries, agreements, payments and scheduling, creating marketing material as needed.
- ✓ Share stories on positive community impact for use in donor communications, write copy for fundraising campaign posts and documents.
- ✓ Attends occasional community outreach events to support functions and educate the community about our services.
- ✓ Coordinates volunteers, maintains volunteer roster and communications, orientation and training.
- ✓ Conducts grant research to identify opportunities that maximize the organization's mission and track positive impact towards the organization's strategic plan goals. Writes and submits grant proposals that are mission aligned in collaboration with the Executive Director.
- ✓ Assists with accounting tasks such as deposits, invoices and bills.
- ✓ Ensures the maintenance of proper gallery conditions including cleaning and organizational duties as necessary, especially prior to scheduled event rentals or meetings.
- ✓ Provides occasional front desk coverage as needed to enthusiastically provide guests with information on current exhibitions, events, and program offerings. Solicits memberships, donations, art sales, event rentals, event registrations from visitors.

- ✓ Performs other administrative and special event duties as assigned.
- ✓ Provides occasional assistance during the installation of exhibitions and preparatory work as needed.
- ✓ Provides volunteers and interns with tasks as needed.

Qualifications:

- ✓ Superb interpersonal skills, written and verbal communication, phone etiquette, and customer service, as well as outstanding copywriting and proofreading skills.
- ✓ Highly creative with experience in identifying target audiences/ideal customers and devising campaigns that engage, inform, and motivate.
- ✓ Organized and displays great time management including task prioritization with deadlines.
- ✓ Must be a self-starter who is proactive, responsible, reliable, independent, and able to work within a close-knit team.
- ✓ Can submit to a Live Scan background check.
- ✓ Familiarity with or the ability to learn the following programs is preferred: Neon CRM, Canva, Airtable, Constant Contact and Square.
- ✓ Must have strong organizational and project management skills, as well as a strong attention to detail.
- ✓ Must have strong analytical skills to analyze data, metrics and create reports.
- ✓ Discretion and ability to handle confidential information is essential.
- ✓ Knowledge of modern office methods and practices including filing, phone reception, scheduling is preferred.
- ✓ Professed enthusiasm for the arts and its positive impact on communities, familiarity with arts and culture in the Placer/ Sacramento region.
- ✓ Articulate in current art issues, which may include art education, regional art programs and public art projects.
- ✓ Perform moderate physical tasks, including lifting up to 25 lbs and standing for long periods of time during periods of art installation. Must be able to remain stationary for 50% of work hours.

Priority will be given to applicants with the following Education/Training:

- ✓ 2+ years of work experience in a position related to donor development, communications, social media management, fundraising, or sales.
- ✓ Holds a degree in Marketing, Business Administration, Communications, Arts and/or related field
- ✓ Demonstrates knowledge of the Arts and/or Non-profit Arts Organizations.
- ✓ Has a valid driver's license.

Compensation:

- ✓ Commensurate with experience – \$18.00-23.00 per hour to start.
- ✓ 5% commission on solicited art sales and memberships.
- ✓ Employer provides healthcare benefits.
- ✓ CA minimum sick leave policy.
- ✓ 20-40% employee discount on gallery purchases and art programs.

Work Schedule

Flexible Monday- Saturday 9-5 pm. And monthly shifts during 3rd Saturday reception events, special events such as rentals and fundraisers, and possible Sunday hours during an installation period. Should expect to work at least one Saturday shift per month.

To apply: Submit cover letter, resume, and a portfolio containing any relevant work samples of writing samples or design collateral via job listing on LinkedIn.

No phone calls please.