



WHAT IT'S LIKE TO BE ON STAFF

The Art Center of Corpus Christi staff brings to life the mission of the Art Center:

**Nurture and promote local and regional art and artists
as a service to our diverse community**

The Art Center staff is a high functioning and agile team. The extraordinary work accomplished by the Art Center is the result of a staff that supports each other in a cooperative and positive work environment.

WHAT IT TAKES TO BE ON STAFF

The ability to learn and adapt quickly with a positive attitude is essential. The Art Center is a highly visible organization that enjoys a constant flow of visitors. This results in regular interruptions to work flow. Art Center staff members have the capacity to set priorities, stay on task, but they are also ready, willing and able to shift focus to accommodate needs as they arise. Appreciation and passion for the creative community underlies the good vibes at the Art Center. Staff is a "can do" team that is constantly pushing its own boundaries and growing skills.

Art Center staff is cross trained in all areas to ensure seamless visitor service. All staff members learn how to register students, collect rental payments, assist exhibiting artists, make gallery sales, process membership and accept donations along with many other day-to-day activities.

Development Coordinator

JOB DESCRIPTION

The Development Coordinator is responsible for coordinating all grant applications, fundraising and general marketing as needed for the organization under the direction of the Executive Director. This position will energize, welcome, and solicit new ideas for increasing organizational awareness and excitement in furthering our mission. They must possess exemplary organizational, interpersonal, and communication skills, must prioritize effectively and handle a multitude of details while keeping an eye on the big picture. They self-manage, work independently and produce measurable results. Timeliness is absolutely critical.

KEY OBJECTIVES

- Pursue funding via grants, donation campaigns, and fundraising special events
- Provide support to the Executive director and collaborate with other staff as needed to develop new ideas and initiatives to increase contributed support to the organization

DUTIES (Included but not limited to)

- Track and maintain the calendar of all development activity
- Manage database and track donor, Board, and VIP email & mailing lists
- Research, cultivate and initiate new grants for operating and program support



- Assist Executive Director with writing, editing, and submitting grants and develop supporting materials
- Assist with collection of documentation for grants as needed for recognition and compliance
- Acknowledge grants received and prepare interim and final reports and packets
- Provide coordination of special events and generate new ways to cultivate patrons and donors through additional annual events with support from the Board and Executive Director
- Assist with the Annual Giving Campaign, including the development of incentives and solicitation materials
- Develop and distribute communications and marketing materials as needed
- Track campaign progress and acknowledge all donors
- Assist with creating, the completion of a compelling Annual Report
- Support expansion efforts to gather new Development Committee members to support fundraising goals annually

SKILLS

- Ability to work independently to plan and prioritize workload
- Communicate effectively in writing and in person
- Open minded and willing to try new ideas
- Take direction and never be “above” any job
- Respect established methodology but propose improvements
- Have an appreciation for how art can enhance with quality of life in a community

BASIC QUALIFICATIONS

- Must be 21 or older
- 3+ years of relevant work experience
- Proficient in Microsoft Office
- Work on evenings and weekends is required approximately once per month.
- Must have a car to run general errands.
- Must pass a background check
- Spanish speaking is a bonus

BENEFITS

- Full-time 30 – 40 hours - hourly position at \$15 per hour.
- Full-time employees receive paid personal time off (PTO), after successful completion of 90 days of employment, and while maintaining 30 hours worked per week. Beginning PTO will be prorated based on date of employment
- Mileage reimbursement at current IRS reimbursement rate
- 1 free class per year, then a 30% employee discount; or 1 workshop with a 20% employee discount
- 30% employee discount on art purchases
- Free Art Center and Clay Studio membership

****Employment is contingent upon satisfactory completion of a 90 day probationary period****



TO APPLY

Please submit BOTH a resume and a cover letter to:

Sheila Gritte, *Administration Manager*
sheila@artcentercc.org

Art Center of Corpus Christi
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