



Fund for the Arts Job Description Office Associate

Description of Organization

Fund for the Arts is a regional nonprofit with the mission to maximize the impact of the arts on economic development, education, and quality of life in our community. The Fund is a convener, promoter, leader, and driver of [Imagine Greater Louisville 2020](#), the region's arts & cultural plan. It facilitates the largest arts grant program in Kentucky providing over 400 grants to organizations, artists, schools and other partners annually. The Fund for the Arts conducts one of the oldest united arts campaigns in the country, raising an average of \$8 million each year from approximately 15,000 donors. For more information, visit www.fundforthearts.org.

About the Job

Reporting to the Director of Campaign Operations, the Office Associate is responsible for essential administrative support as a member of the Campaign and Development team. A successful Office Associate has an attention to detail, great organizational and interpersonal skills, the ability and drive to meet deadlines, and a strong work ethic.

This position will be in the offices of Fund for the Arts 2-3 days per week during training and onboarding and continued until the office opens fully due to COVID-19 restrictions. Safety guidelines will be followed including wearing masks, social distancing and sanitizing. When the office opens the position will be full-time with the hours of 8 a.m. to 5 p.m. Monday to Friday.

Specific responsibilities include

Campaign and Development

- Support campaign team meetings including preparation of agendas and meeting minutes
- Support campaign team, including Board, NeXt and NeXtGen members with information and materials for campaign meetings
- Prepare professional correspondence to donors and arts partners
- Coordinate artist talent for workplace presentations, tables and events

Data Maintenance

- Utilize Raiser's Edge database to assist with donor data management including workplace campaigns
- Manage and update Mailchimp e-mail master files for Arts Scoop newsletter and Louisville Arts Link emails list

General Office Duties

- Greet office guests, accept and distribute mail and filing
- Other administrative duties as requested

About You: Qualifications and skills

The Development Coordinator will have the following experience and attributes:

- Office experience with administrative duties; database experience a plus
- Excellent analytical, troubleshooting, organizational, and multi-tasking skills
- Detail oriented with exceptional accuracy
- Strong command of Microsoft Office with a thorough knowledge of Word and Excel
- Able to work independently and take initiative while also working as a part of a team
- Ability to work within and adhere to deadlines
- Excellent interpersonal and customer service skills
- Strong data entry skills, attention to detail, high degree of confidentiality

- Capable of utilizing policies and procedures for accurate and independent decision making with minimal supervision
- Ability to accumulate knowledge about our donors and recall that information when making data entry decisions
- Willingness to take on additional responsibilities as needed

About Your Benefits and Compensation

General salary range is \$23,000 - \$25,000 with payment for approved over-time. Benefits include health, dental and vision insurance; 401(k) and paid parking. Opportunities for advancement.

If you are interested, please forward a letter of interest and resume by **September 30, 2020** by email at mweidner@fundforthearts.org.

Fund for the Arts is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Fund for the Arts complies with the law regarding reasonable accommodation for handicapped and disabled employees.