

ARROWMONT

school of arts and crafts

Title: Administrative Support Coordinator

Department: Institutional Advancement

Reports To: Director-Institutional Advancement

Position: Full-time, exempt, benefits eligible

Effective: March 15, 2021

Position Summary: The Administrative Support Coordinator is the primary administrative support for the Director-Institutional Advancement. They work closely with the IA Director to achieve fundraising, marketing, and advancement goals of the organization. Duties include but are not limited to: grants development, content development, mailings, maintaining materials inventory, interface with vendors as needed, assist with management of mailing and prospect lists, maintain IA Director files and provides other support as needed.

Responsibilities

- Works with IA Director to expand grants revenue stream.
- Maintains department calendar and IA Director's calendar.
- Maintains IA Director's fundraising and management files.
- Maintains institutional roster of organizational memberships and ensures that renewals are managed on a timely basis. Consults across department lines as needed.
- Develops excellent knowledge of Blackbaud NXT system. Improves skill and functionality with on-going training.
- Primary responsibility for Friends of Arrowmont activities including receptions, invitations to events, capture information about FOA members, ensure continuing conversations and connections.
- Primary responsibility for fundraising mailings working with IA Director and Database and Logistics Manager.
- Becomes knowledgeable about Arrowmont social media and assists with development of content.
- From time to time other duties may be assigned by the IA Director. The position and scope of work may change as needs of the organization dictate.

Requirements and Attributes

- Commitment to the mission of Arrowmont and arts education for all
- Personable with the ability to relate to a wide range of people at all levels
- Excellent social skills
- Strong writing and content development skills
- Highly organized and detail oriented
- Working knowledge of software, social media platforms

- Team player and reliable with positive “can do” attitude
- Effective problem-solving skills
- Proficiency in MS Office applications, including Excel, Word and other technology.
- Must be fluent in English.

Education and Experience: Minimum of Bachelor’s degree in marketing, communications, management, or art. At least one-year experience in an arts organization or other nonprofit management organization.

Salary: \$38,415 annually plus benefits

Inclusion and Equal Opportunity Statement: Arrowmont is committed to creating an anti-racist, diverse and inclusive workforce and work environment and is proud to be an equal opportunity employer. Arrowmont strongly encourages people of color, women, LGBT individuals, people with disabilities, members of ethnic minorities, and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any protected category prohibited by local, state, or federal laws. Arrowmont is committed to compliance with all fair employment practices regarding citizenship and immigration status

To Apply: E-mail a letter detailing how your skills and interests meet the requirements of the position, resume, four professional references, and three professional writing samples to tbilbrey@arrowmont.org. No phone calls please. Position is open until filled.

March 15, 2021