

Individual Giving Coordinator

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

The Role of the Individual Giving Coordinator

Reporting to the Director of Individual Giving and Patron Experience, the Individual Giving Coordinator will assist in developing and executing a comprehensive strategy for individual giving at the Arvada Center.

Responsibilities

- Develop meaningful relationships with a portfolio of donors between \$50 - \$500
- Assist with implementing unique and meaningful experiences for donors
- Key support for strategy implementation, success measurement and brand-centric messaging to existing and prospective donors
- Complete accurate contact reports when donor visits occur for all individual giving interactions at Arvada Center
- Assist with and help grow the GEM (Giving Every Month) and employee-giving program
- Coordinate end-of-year giving, which includes the stage pitch, Colorado Gives Day, and the end of year appeal, both print and digital; as well as provide analysis and recommendations for increasing campaign outcomes
- Conceptualize and craft annual appeals, in conjunction with the communications team and Director of Individual Giving and Patron Experience
- Assist with updating donor benefits and donor wall annually
- Coordinate the Art Circle membership program including: database management, renewal process, appreciation events, and member recognition
- Assist with the execution of the Arts for All Silent Auction, including procuring items and coordinating the silent auction at the event
- Participate in all development related committees and support the team as needed
- Develop collaborative relationships with staff and volunteers to help identify stories for fundraising appeals
- Track and analyze results from individual giving and audience development initiatives to better understand the impact of our work and make more data informed decisions
- Work with the Director of Individual Giving and Patron Experience to generate and implement events intended to engage patrons with the goal of building a stronger individual donor pipeline

Skills and Competencies

The successful Individual Giving Coordinator candidate will have the following experience and attributes:

- 1-3 years administrative, customer service, fundraising, or other relevant business experience
- Ability to cultivate lasting relationships, ask for money, and implement tailored stewardship plans for donors
- Creativity as well as analytical ability to maximize campaign outcomes and to track for strategic and process improvements
- Self-motivated with the ability to work independently as well as work effectively as part of a team, instilling confidence and trust among fellow staff and external constituents
- Superior writing skills, including the ability to craft, proofread, and edit persuasive content
- Strong interpersonal skills
- High ethical standards, discretion, and confidentiality in working with donor information
- Sense of humor and ability to accept and learn from feedback, experiences, and mistakes
- Proficiency with Microsoft Office suite and Google Workspace required. Experience with Tessitura software is a plus
- Passionately supports, understands and can communicate the Arvada Center's mission
- Must possess the ability to relate to diverse communities, including people of varying ages and from a variety of ethnic, cultural, educational, religious and political backgrounds
- Enthusiastically incorporates Inclusion, Diversity, Equity, Access into their work

Compensation

This is a full time, non-exempt position earning an annualized salary range of \$40,000-\$45,000, in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org . Please put the job title in the subject line of your email. *Note, applications without a cover letter will not be considered. Vaccination required for hire.