



DEVELOPMENT COORDINATOR (FT)

Applications due by July 26, 2021

POSITION OVERVIEW

The Center for Craft, a national 501c3 nonprofit arts organization located in downtown Asheville, NC, is currently seeking a Development Coordinator. Reporting to the Director of Development and Communications, the Development Coordinator will support essential fundraising efforts including annual appeals, membership program, events, donor database activities, donor and funder stewardship, grant writing and deliverable tracking, and prospect research.

This position is full-time and exempt with occasional evenings/weekends. Starting salary is \$36,000 with full benefits to include Medical/Dental, Life Insurance, LTD and STD, and 401K as well as 3 weeks paid leave and recognized federal holidays.

The successful candidate will have development experience including CRM software management and knowledge of grant proposal writing. They should also enjoy data management, reporting and analysis, and be extremely detail oriented and organized. They will be comfortable working independently and as part of a team to build a sustainable and diverse donor base of individuals and institutions who are engaged and invested in the mission of the Center for Craft.

QUALIFICATIONS

- Bachelor's degree and 2+ years non-profit development experience.
- Excellent communication skills, with ability to articulate ideas clearly and concisely in written and oral format. Ability to write effective and persuasive copy for grant proposals and reporting, member communications, and other materials.
- Database management skills necessary; experience in manipulating and analyzing customer service/sales/donor data preferred (Little Green Light).
- Ability to handle highly confidential information with discretion.
- Excellent interpersonal skills and team orientation critical to work independently and collaboratively.
- Ability to work on multiple projects simultaneously within limited timeframes. Requires excellent organizational skills, time management efficiency, and careful attention to detail.

JOB DUTIES

- Serves as the lead for grant writing activities across the organization to include: grant prospect research, grant writing, compliance and grant reporting, in addition to coordination of the staff of grant related projects.
- Identifies potential grant support from government agencies, foundations, and corporations to meet the financial and operational needs of the organization.

- Creates prospect research profiles by request and presents findings to the Development Team for discussion and strategy.
- Maintains a schedule of upcoming grant proposals and reporting deadlines.
- Coordinates with cross-organizational staff to collect data to inform grant reports and proposals.
- Maintains accurate donor and prospect records, timely processing acknowledgment of all charitable contributions and general donor correspondence.
- Supports annual appeal activities to include direct mail appeals and virtual and in-person special events.
- Supports the organization's inaugural Membership Program through tracking annual memberships and renewal dates, as well as participating in member cultivation activities.
- Performs additional general office duties as needed.

The Center for Craft provides equal employment opportunities to qualified persons without regard to sex, race, color, religion, national origin, sexual orientation, disability or perceived disability, age, marital status, gender identity, veteran status, or any other protected category, with regard to all terms and conditions of employment. The Center encourages applications from traditionally underrepresented and minority populations. Submitting an application does not constitute a promise or guarantee of employment.

TO APPLY

Email [employee application](#), cover letter, resumé, three professional references, and relevant fundraising writing samples to Erin Cameron at ecameron@centerforcraft.org by July 26, 2021, 11:59 pm. No phone calls please.

Offer of employment is contingent on successfully passing a background check.

ABOUT THE CENTER FOR CRAFT

The Center for Craft is celebrating 25 years of advancing the field of craft through awarding grants, offering exhibitions and public programs, building strategic community and national partnerships, and spearheading initiatives in the United States. Founded in 1996, the Center is widely acknowledged as one of the most influential national 501c3 organizations working in the craft field today. For more information on ways to celebrate 25 years of craft and learn more about grants administered by Center for Craft, visit www.centerforcraft.org.