



**Job Description: Development Coordinator**  
**32 Hours / Week**

South Shore Art Center seeks a detail-oriented team player to join our creative and fast-paced office as Development Coordinator. The ideal candidate will be eager to learn and work closely with the Executive Director and other staff to implement our multifaceted development plan that incorporates individual donors, foundation/corporate support, and events. The Development Coordinator will play an important role in strengthening South Shore Art Center and positioning us for greater growth as we enter our 65<sup>th</sup> year as a regional resource for visual arts.

**Responsibilities:**

- Assist in developing and implementing annual fundraising plans, budgets and monthly cash flow projections for multiple streams, including grants, corporate sponsorship, major gifts, annual appeals and events, to include the annual Arts Festival.
- Coordinate two annual appeals, both direct mail and digital versions.
- Support annual Giving Tuesday and Arts Matter Day strategies, implementation, communications and volunteer recruitment.
- Staff and support annual three-day Arts Festival. Secure corporate sponsorship and help plan, promote and execute the special events tied to Festival.
- Staff and support exhibition openings and special events. Secure corporate sponsors, auction items and gifts in kind.
- Steward membership renewals, with a goal of securing at least 85% membership renewals and an annual 10% increase in membership income, from any level.
- Support the Executive Director in major donor cultivation by drafting communications, providing written donor histories, scheduling meetings and follow-up.
- Work with Executive Director to manage the foundation and corporate grant program, including prospect research, maintaining the submission/reporting calendar, collecting and formatting grant proposal content, tracking submissions, and preparing reports and an annual analysis.
- Maintain accurate and up-to-date development files, records and systems.

**Qualifications:**

- Minimum 2+ years of development experience.
- Excellent donor-centric written and verbal communication skills.
- Proven ability to manage time and prioritize tasks.
- Highly effective interpersonal skills.
- Ability to work independently to develop and execute priorities and in a dynamic team environment.
- Organized and diligent record-keeping and administrative ability, as well as ability to set and meet deadlines.
- Computer skills to include data base, spreadsheet and Excel experience.

- Creative problem-solving skills.
- Strong work ethic and comfortable in a small, fast-paced, team-orientated work environment.
- Belief in and passion for the role of art and design in education and career development and demonstrated commitment to South Shore Art Center's mission.

**How To Apply:**

Interested applicants should:

- Email resume/CV, letter of interest, salary expectations and three to five references to: Patrice Maye, Executive Director, at [pmaye@ssac.org](mailto:pmaye@ssac.org).
- Include Development Coordinator in subject line of email.

Applications accepted on a rolling basis. No phone calls please.

**About South Shore Art Center**

Founded in 1955, South Shore Art Center's mission is to enrich the communities south of Boston by engaging artists and by fostering an understanding and appreciation of the visual arts through exhibitions and education. Serving 30+ communities south of Boston, the Art Center is a place where creativity and innovation converge through arts education, exhibitions, cultural events, community partnerships and investment in local artists.