



51 Milton Road

Rye, NY 10580

914.967.0700

www.ryeartscenter.org

Development Coordinator

The Rye Arts Center (RAC), a multi-arts non-profit organization located in Rye NY, is seeking a Development Coordinator to work in the front office and on the organization's various fundraising activities and related initiatives.

Reporting to the Director of Development, you will be directly responsible for leading all administrative efforts within the Development Office of the RAC. You will work closely with the Director of Development in support of annual fundraising campaigns and special events, as well as provide admin support to other areas of the RAC when applicable.

- **Responsibilities include:**

- **Database/recordkeeping:** Responsible for keeping accurate records of all prospects, donors, and members in Salesforce. Knowledge of Salesforce is a plus but not required.
- **Fundraising:** Provide administrative support for fundraising and special events throughout the year including the Annual Gala, Capital Campaign, and major donor receptions. Responsible for tracking and executing the acknowledgment process for all donors and prospects.
- **Grants:** Provide administrative support in the research, preparation, and execution of grants and sponsorship proposals. Monitor approved grants for compliance with grant guidelines, filing reports as required by the administering agency.
- **Membership:** Responsible for all administrative tasks related to Membership
- **Main office:** answering phones, directing calls, greeting visitors.
- **Perform other duties as commensurate with the responsibilities of the position.**

REQUIREMENTS: 1-2 years of professional experience in a non-profit or similar organization. This role requires the ability to multitask in a busy arts-education environment. The perfect candidate will have excellent technological, interpersonal, communication, and administrative skills, and experience in database management. **If you are flexible, curious, and excited to learn - this is the job for you!**

- Must be tech-savvy and able to research and gather data across multiple software programs.
- Must be proficient with the Office suite of products including Excel, Word, and PowerPoint. Knowledge of Salesforce and Google Drive/GSuite is a plus.
- Must be a collaborative team player with a strong work ethic and mission focus. Proven ability to thrive in a small, fast-paced entrepreneurial environment where change is constant in the pursuit of accomplishing our goals.
- Special events experience is a plus.
- Able to prioritize multiple and varied responsibilities while meeting strict deadlines. Detail oriented.
- **Please submit a cover letter (required) with your resume. No calls, please.**

SALARY: \$40k - \$45k (dependent upon experience)

BENEFITS: The RAC offers health insurance at a reasonable cost to the employee. Additional benefits include a 403B plan. This position offers paid vacation and sick time as well as a generous holiday schedule. Class discounts are also available.

Days & Hours: Monday - Friday: 9:00 am - 5:00 pm (on-site.) Occasional evening and weekend hours with advance notice.

CONTACT: email resume to jobs@ryeartscenter.org

The Rye Arts Center is an equal-opportunity employer committed to building a diverse staff and welcomes qualified applicants of all races, colors, religions, national origins, sexes, gender identities, sexual orientations, and disability statuses.