

LAWNDALE

Advancement Associate

Lawndale is seeking a full-time (exempt) Advancement Associate who will report to the Executive Director and will be responsible for a variety of development functions. The ideal candidate exhibits a passion for contemporary art and living artists, is a self-motivated, detail-oriented, responsible individual who exercises good judgement, is eager to work with a small, close-knit team, is able to effectively juggle multiple tasks, and desires to work in a dynamic organization in a stage of growth.

Primary Job Responsibilities:

- Coordinate fundraising special events from start to finish, including follow up
- Work with Board Chair, Vice Chair, and Board Committees on various advancement-related efforts
- Cultivate and steward prospective and current donors and supporters
- Participate in grant seeking, including research, proposal writing and preparation, and reporting requirement
- Develop and implement a strategy for annual giving, including mailing and fundraising drives
- Work with Executive Director to implement other strategic fundraising initiatives which include social media, membership, corporate rental program, and planned giving, etc.
- Oversee and maintain fundraising database and tracking system
- Oversee creation of publications to support fundraising activities
- Process donations and prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation, and individual donor files (electronic and hard copies)
- Produce fundraising reports as needed
- Some evening and weekend work required
- Other individual and team-based duties as assigned

Qualifications and Experience Requirements:

- Bachelor's degree in related field from an accredited college or university
- Minimum of 3-5 years demonstrated successful experience in fundraising
- Excellent organizational, interpersonal, communication (oral and written), and problem-solving skills
- Proficiency with donor database software, Microsoft Word (including mail merges), Excel, and PowerPoint
- Ability and willingness to travel locally as needed; valid Texas driver's license and requisite auto insurance

Ideal Candidates will also possess:

- Desire and ability to work with a small, highly functional team
- Ability to effectively manage multiple priorities simultaneously
- High level of attention to detail, accuracy, and thoroughness
- Strong ability to identify and understand others' emotions and motivations
- Demonstrated commitment to making clear decisions and to exercise discretion in the best interest of the organization
- Ability to work cooperatively and effectively with others
- High level of personal and professional integrity, responsibility, and trust
- Ability to maintain composure, be flexible, and thrive in a dynamic environment
- Resourcefulness and creativity in problem solving
- Organizational style suited to setting and meeting deadlines
- A positive, can-do attitude and willingness to "roll-up sleeves"

Compensation and Benefits: Salary commensurate with experience. Monthly health insurance stipend, annual SEP IRA contribution.

Please email cover letter, resume, 2 references (phone and email), to askus@lawndaleartcenter.org with the subject line "Advancement Associate".