



**Quincy Art Center
Development Associate
Position Description**

The **Development Associate** serves as a key member of a dynamic team responsible for ensuring the celebrated Quincy Art Center has the necessary resources to provide for an expanding public profile and growing programs as it works towards the celebration of its Centennial Anniversary in 2023. Supporting the efforts of the Executive Director and Board of Directors, the Associate will be responsible for planning, organizing, and coordinating all the Quincy Art Center's unrestricted and restricted donations. The Art Center seeks an individual who is looking to advance their career in development. The Art Center plans to heavily invest in the Development Associate through ongoing professional development opportunities to provide this employee the resources to be effective. The Art Center plans to cultivate this employee to grow in the position and become a long-term high-level employee within our organization. This is a full-time salary position with benefits.

Development Programs

- Assist in the writing of grant applications to regional and national funders in support of programs, operations, and capital projects.
- Working with professional researchers, Conduct prospect research.

Coordination

- Coordinate Board and Executive Director efforts in major gifts program.
- Schedule meetings for the Executive Director and Board members with prospective donors and supporters on a continual basis to establish effective communication.
- Coordinate the annual fund/membership program, utilizing mailings and annual fundraising drives.
- Assist the Chair of Development in preparing and facilitating Board Development Committee meetings.
- Coordinate fundraising database and tracking systems.
- Supervise fundraising volunteers, interns, and occasionally part time staff as needed.
- Coordinate other fundraising drives.

Marketing

- Plan and coordinate marketing for a program focusing on deferred gifts, such as bequests.
- Schedule and facilitate public appearances for Art Center leaders.
- Work closely with the marketing staff in the creation of publications to support fundraising activities.

Donor Relations

- Coordinate an annual donor appreciation event.
- Coordinate gift recognition and membership benefit programs.

Other

- Demonstrate professional conduct at all times.
- Perform other related duties as requested by Executive Director.
- Attend events to promote membership sign ups/renewals and cultivate donors.

Why the Quincy Art Center? We truly embrace that we are much bigger than our building and strive to provide outreach art opportunities in our community. We believe that art can change lives and inspire cultural understanding. The employees of the Art Center are passionate about the mission to provide opportunities for growth and appreciation of the visual fine arts through exhibitions and programs and

challenge themselves to maintain a standard of excellence. There is great pride in our 95-year-old institution, founded by a group of local women in 1923. Quincy was named one of America's most artistic towns by the Viewfinder travel blog on Expedia.com and has been featured in Preservation Magazine, Travel and Leisure, The New York Times, and the book Best Small Arts Towns, among others. We have a rich history, a strong presence and a bright future serving our community through the visual arts.

Qualifications:

- Embrace the mission of the Quincy Art Center.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly in major gift fundraising and grant applications.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire and confidence to get out of the office and build external relationships throughout the geographic area served by the Art Center, approximately a 50 mile radius.
- Be self-directed and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit 'follow through' on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be able to work within a budget and meet deadlines.
- Be able to help advance the strategic plan of the Art Center.
- Strong computer skills with working knowledge of Microsoft Suite and Outlook.
- A bachelor's degree is ideal.
- Experience in fundraising.

Compensation:

This is a full-time position. Beginning yearly salary is \$30,000. Benefits include health insurance, life insurance, 24-hour access to shared studio, free employee registration to all classes and workshops of the Quincy Art Center, and Simple IRA match after two years of employment.

Application:

E-mail cover letter, resume and references to Jennifer Teter, Executive Director:

jteter@quincyartcenter.org