Outreach and Development Coordinator

Work with a dynamic art foundation in your community. This flexible part-time position offers accommodating hours and rewarding results creating public art for the city of Newport News. The Outreach and Development coordinator manages our grant requests and administratively supports the annual campaigns and office coordination.

GENERAL FUNCTION:

The Outreach and Development Coordinator shall assist the Executive Director as needed in all functions of the Newport News Public Art Foundation. This position shall manage all grant applications and assist with all other fundraising campaign efforts. The Outreach and Development Coordinator shall manage all community educational and outreach activities. This position is responsible for day-to-day office duties of the foundation.

ESSENTIAL FUNCTIONS:

1) Grant Writing: Serves as grant writer for the Foundation
   - Grant research – maintain a source of grant opportunities and apply for mission and program-specific grants to support the Foundation.
   - Apply for and manage 3-5 reoccurring grants.

2) Community outreach and educational programs: Provides leadership to the Foundation’s educational and outreach programs.
   - Maintain Foundation website which supports audio tours, walking tours, newsletter, and public access to the children’s activity book.
   - Develop a working knowledge of apps used on our site to support programs.
   - Coordinate with ED and work with printers/publishers for all professional printing materials required to support the mission of the Foundation.
   - Plan, organize, manage the Foundation’s participation in two annual art festivals in May and October.
   - Promote and schedule ED public speaking engagements with community organizations.

3) Fundraising campaign administrative support: Manages donor database and develops reports and correspondence as needed to support the campaigns.
   - Manages donor database (Bloomerang) for multifaceted annual campaigns. Board/Staff, Public, Business/Conservation, Endowment.
   - Process gifts and acknowledgements.
   - Creates and processes campaign letters and postcards for mailing.
   - Generates reports as needed to evaluate campaign success annually.
   - Manages donor database and develops reports and correspondence as needed to support project-specific campaigns.
4) **Business Operations**: Oversees daily office procedures to include management of accounts payable, accounts receivable, and payroll administration.
   - Manage ADP payroll processing bimonthly and coordinate with assigned payroll manager for associated reports and filings.
   - Process all receivables in QuickBooks and reconcile bank accounts monthly.
   - Enter all accounts payable in QuickBooks, process, and mail checks to vendors.
   - Process bank deposits and keep file copies of all checks and deposit slips for record.
   - Manage social media, monitor audio tour, and other independent apps.
   - Draft and send quarterly newsletter.
   - Maintain an orderly record filing system.

**KNOW HOW:**

The Outreach and Development Coordinator must be a self-starter, have a proven record of achievement and a broad range of administrative and leadership skills. He/She must have the ability to work independently to perform the duties and task assigned.

**SKILLS AND ABILITY REQUIREMENTS:**

1. Excellent oral and written communications skills
2. Basic skills in Microsoft, QuickBooks, social media, and donor management software
3. Understanding of basic grant writing skills
4. Background, education, and/or passion for the arts

Please submit a resume and cover letter to info@nnpaf.org.
Resumes will be reviewed on a rolling basis until position is filled.

**PART-TIME 15-20 hours/week**

$23 per hour

Newport News Public Art Foundation
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