

LexArts, Inc.

LexArts is a catalyst for creating a progressive and innovative community inspired by the arts.

Job Description	Development Associate
Reports To	President & CEO
Management Teams	Annual Campaign Cabinet, Development, Communications, Community Arts
Employee Status	Full-time, permanent, non-exempt
Salary Range	\$25,000-\$35,000
Requirements	Undergraduate degree in relevant field, 2 years directly related experience

Mission Statement

LexArts promotes high-quality arts experiences for the benefit of all the people in Central Kentucky through funding, advocacy, technical assistance, communication and programming initiatives.

About LexArts

LexArts is a non-profit community organization that works for the development of a strong and vibrant arts community as a means of enhancing the quality of life in Central Kentucky. LexArts provides a wide range of programs designed to integrate the arts into our daily lives, including *Gallery Hop*, *LexArts Weekend* and *public art projects*. Through its annual *Campaign for the Arts*, LexArts has raised millions of dollars in support of local arts. In turn, LexArts underwrites the operating expenses for a variety of beneficiary organizations, offers affordable exhibition and performance space for eligible organizations, and competitive grants for community outreach projects.

Position Description

The Development Associate (DA) supports LexArts' President & CEO in fundraising efforts, with a primary focus on helping achieve the smooth, timely and effective administration and implementation of the annual Fund for the Arts campaign. The DA performs a range of administrative and fundraising tasks: pledge collection, donor record-keeping (database entry as well as hard copy files), basic communications with donors, basic donor relations, and administrative support for Cabinet and Committee meetings and other events. The DA will support and coordinate with colleagues regarding the workplace giving program and grantwriting. There will be opportunities for advancement.

How Does the Development Associate Help LexArts Achieve its Mission?

- A well-administered and well-implemented campaign is critical to the cultivation and maintenance of donors, thereby building donor confidence and respect for the work of LexArts.

- The timely and accurate preparation of Campaign and other donor materials is essential to meeting LexArts' annual fundraising goal, thereby ensuring the continued distribution of funds to artists and arts organizations in Lexington-Fayette.
- The timely and accurate processing of gifts and pledges, as well as vigilant maintenance and upkeep of donor files and the database to ensure proper acknowledgment and gift-tracking, is critical to the organization's effective fundraising and continued growth in contributions.
- Maintaining a professional, friendly and respectful attitude toward donors, vendors and others reflects well on LexArts and encourages support.
- Respecting confidential matters and practicing discretion when sharing information boosts donor and partner organization confidence in LexArts and sustains and/or increases funding.

Specific Responsibilities

- Working under the supervision of the President & CEO, administer, organize and implement the annual Campaign for the Arts.
 - “Staff” the Campaign Cabinet, providing key administrative support and organization in coordinating Campaign volunteers.
 - Draft, prepare/assemble and disseminate and collect materials for Campaign meetings and events.
 - Work with vendors and advisors to ensure the timely execution of all Campaign-related projects, including advertising and printing and delivery of materials.
 - Generate and maintain mailing lists.
- Accurately perform database entry of donor information into Results Plus, ensuring timely and regular tracking of pledges made, pledges paid and gifts received; immediately update donor contact information and other relevant donor-related information.
- Regularly generate and present accurate and up-to-date donor reports and analyses.
- On a monthly basis, reconcile pledges and gifts with the financial office; ensure that regular invoicing of pledges occurs, with appropriate follow-up as necessary.
- Issue acknowledgement letters in a timely fashion, accurately representing gift amounts and/or status of pledges.
- Maintain the hard-copy filing system (donor records) and institutional materials (Board list, tax exemption letter, etc.).
- Implement cultivation events that support the Campaign and/or create general awareness of LexArts and its work.
- Support grant writing by conducting research and drafting grant language or solicitation letters, under the guidance of the President & CEO and Chief Operating Officer.

Required Work/Life Experience and Skills

- Undergraduate degree in related field, such as arts administration or business administration.
- Minimum 2 years experience in non-profit development, management of volunteers and event marketing.

- Excellent time-management and organizational skills; able to prioritize tasks effectively and efficiency; attention to detail.
- Excellent verbal and written communications skills and excellent interpersonal skills.
- Strong computer skills, with high proficiency in Microsoft Office programs (especially Word and Excel). Experience with donor databases (experience with Results Plus preferred).
- Effective and efficient research techniques, particularly in performing Internet research.
- Presents self professionally in both behavior and dress at all times, and understands the importance of protocol especially as it relates to donor communications.
- Mindful of the need to be responsive to donor needs.

Indicators of Success

- Accurate and timely capture of gifts, pledges and pledge payments in the database; hard-copy files kept up-to-date and easily accessible.
- Regularly and upon request generates reports and other information that contain accurate and up-to-the-minute data.
- Clearly articulates (both verbally and in written form) the mission and programs of LexArts in a comfortable and understandable manner.
- Takes initiative and is ambitious, wants to see growth and to help facilitate the creation of programs and services that respond to the needs of Lexington's arts community.
- Demonstrates an understanding of the impact of details and accuracy on the bigger picture.
- Maintains good, informal communications with staff at Partner Groups, enabling LexArts to collect data and other relevant materials with ease.
- Pitches in to get the job done, knowing that the public's perception of LexArts affects our capacity to raise funds in the community.
- Anticipates the needs of the President and CEO, providing research and/or other forms of support materials without prompting.
- Works independently, yet draws energy from being a part of a team.

Salary and Benefits

- A competitive salary, based on skills and experience.
- Health & Dental Care package – available after initial employment period.
- Group term life insurance – available after initial employment period.
- 403 (b) Plan – available after initial employment period.
- Paid vacations – available after initial employment period.
- Paid holidays.
- Free parking.