

Part-Time Development Coordinator

The Development Coordinator is responsible for planning, organizing, and directing all of The Artist Bank's fundraising on behalf of The Germantown ArtHaus, including, but not limited to, donations for personalized walkway bricks and handprints on the building, grassroots email & social media promotions, and corporate sponsorships. The Development Coordinator will secure contributions from individuals and businesses via fundraising, events, sponsorships and donations. The Development Director works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors.

This is a 6-month renewable contract with the potential for extension. The Development Coordinator will work with the Germantown ArtHaus Team and be responsible for helping to raise \$150,000 for interior and exterior building renovations over six months.

The Ideal Candidate:

- Has a proven track-record of meeting or exceeding development goals.
- Organizational, time-management and problem-solving skills.
- Superb written, verbal and interpersonal skills.
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.
- Creative, self-starter attitude.
- Donor and volunteer service mentality.
- Organized and inspiring team player.

Qualifications:

Bachelor's degree in nonprofit administration, business administration, communications or a similar field with a minimum of 5 years professional fundraising experience preferred.

Compensation

\$50 per hour (up to 32 hours per month) with potential of up to \$50,000 in bonuses, based on performance. This position will be operational between June and end of 2021 unless the Development Coordinator secures all funding prior to the end of the project. This is a contract position.

Application

Email resume to Keisha Whatley at info@theartistbank.org

About The Artist Bank, Inc.

The Artist Bank's mission is to inspire creativity, growth and community through high-quality community arts, education and professional development programming. The Artist Bank, Inc. is a new Philadelphia based nonprofit organization.

About The Germantown ArtHaus

The Germantown ArtHaus will be a creative hub in the Germantown community: a place where artists and creatives are provided a platform to share and sell their work, the community can create in our "maker space," and new connections can be made. The space will include a cafe, artist studios, programming space for rent, and a studio apartment all in service of the Germantown community.