

## **Development & Enrollment Coordinator**

The Development & Enrollment Coordinator will exercise discretion and independent judgment with respect to the management of student enrollment, membership program, and the volunteer engagement program. The position will also provide support to the Director of Development and the Executive Director, as well as coordinate general Office Manager responsibilities.

The DEC is the face of the Art Association and must exhibit excellent customer service at all times. The DEC is responsible for being well-informed about all aspects of the Art Association's programs in order to address all incoming questions and inquiries from the public.

This position reports directly to the Director of Development & Executive Director.

Position is full-time, 40 hours per week with benefits. Some weekend/evening work at fundraising and general Art Association events is required.

### **Enrollment Responsibilities**

- Answer telephones promptly and in a professional manner and route calls appropriately. Greet all prospective students, members and visitors.
- Register students and members.
- Ensure the accuracy and completeness of all student and membership records; this includes but is not limited to; new student files, enrollments, registrations, changes, attendance tracking, cancellations, withdrawals.
- Invoice, record, and deposit enrollment, membership, donation, and gallery income.
- Maintain, troubleshoot and back up database and website courses.
- Manage incoming and outgoing postal mail.
- Maintain monthly curriculum reports & statistics.

### **Development Responsibilities**

- Manage volunteer engagement program: recruit, train, manage, and appreciate 200 volunteers.
- Support membership program (1000+ members); drive renewals, correspondence, benefits.
- Support all Development efforts, including but not limited to Individual Giving, Grants/Foundations, Fundraising Events, and Business Sponsorships.
- Maintain donor database and manage donor acknowledgments.
- Assist with scheduling of donor meetings.
- Assist with creating donor profiles.
- Research new sources of funding.
- Assist the Executive Director with Board management (meeting scheduling, packets), employee handbooks, and other administrative duties as needed.

- Assist the Executive Director with the management of staff meetings; scheduling, preparing agendas, and distributing minutes.

**Desired skills**

- Ability to work independently.
- Extraordinary organizational skills, with the ability to multitask with great attention to detail.
- Ability to work well in a fun, fast-paced office while meeting deadlines and handling regular interruptions.
- Development experience in a non-profit setting preferred.

Please email resume and cover letter to Mark Nowlin

[mark@artassociation.org](mailto:mark@artassociation.org)