

TURNAROUND ARTS: CALIFORNIA

DEVELOPMENT AND COMMUNICATIONS COORDINATOR PART-TIME

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Founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, [Turnaround Arts: California](#) is a nonprofit organization that collaborates with California's public schools to build the capacity of teachers and principals to leverage the arts in creating equity and access for all students, and to support whole-school transformation through the arts. We are proud to partner with [Turnaround Arts National](#), based at the John F. Kennedy Center for the Performing Arts.

We are seeking to hire a part-time Development and Communications Coordinator to support the organization's fundraising and communications efforts. The Development and Communications Coordinator reports directly to the Associate Director of Development and Communications and works collaboratively with the entire team. The ideal candidate should be highly committed to creating equitable educational opportunities through the arts.

JOB RESPONSIBILITIES

- Develop and update monthly social media calendars
- Draft and design social media posts
- Assist with the development and design of email newsletters
- Support special projects related to branding, marketing, and website development as assigned
- Maintain the organization's donor database system (Bloomerang) including data entry, clean-up, and report generation to support ongoing donor stewardship efforts
- Manage the timely acknowledgement of gifts and assure proper documentation of donations
- Process incoming and outgoing development-related mail
- Assist in identifying foundation and corporate prospects
- Prepare accurate research on prospects and assemble materials for donor meetings
- Support small donor event logistics
- Coordinate volunteer opportunities and special projects
- Assist in the preparation of grant applications and reports
- Maintain the organization's annual grants and moves management calendars

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

This position is based in Los Angeles and may require local travel using the candidate's own car. We currently enjoy a hybrid remote/in-person work model, with twice weekly in-person meetings at the office on Wednesdays and other day TBD. Proof of full vaccination (a physical copy or digital photograph of vaccination card) will be required.

QUALIFICATIONS

- A minimum 2 years of relevant experience
- Demonstrated experience in performing the job responsibilities outlined above

REQUIRED SKILL SETS

- Personal or professional connection to the arts in its many forms
- Highly organized, self-motivated team player, excited to play a critical role in a small team and contribute to meaningful, mission driven work
- Strong social emotional competence and collaboration skills
- Ability to communicate and effectively interact with people with diverse backgrounds, identities, and abilities
- Ability and willingness to quickly adapt to changing circumstances and priorities, to take appropriate initiative, and to work independently
- Strong writing skills, particularly for marketing purposes
- Experience using social media platforms including Instagram and Facebook
- Strong computer skills and ability to maintain accurate and highly organized records/data
- Basic graphic design and/or video creation skills
- Familiarity with Canva
- Familiarity with Google Suite
- Experience working with donor CRMs preferred, expertise in Bloomerang is a bonus
- Experience with email marketing platforms such as MailChimp preferred
- Bilingual English/Spanish preferred

COMPENSATION

- Part-time position (20-25 hours per week)
- \$33/hour
- Paid sick leave

AN EQUAL-OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Turnaround Arts: California is proud to be an equity-centered employer. We are committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. We seek to fill this position with someone who shares our values. **If you're passionate about this role, we encourage you to apply— even if you don't meet 100% of the qualifications listed on the job description!**

HOW TO APPLY

Submit the following materials to hr@turnaroundartsca.org with the subject line "Development and Communications Coordinator." Only fully complete applications will be reviewed. No phone inquiries please.

1. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above.
2. Resume demonstrating experience and education.

Materials will be reviewed until the position is filled, with priority given to applications received by July 19, 2024.

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.