

NM School for the Arts- Art Institute Annual Giving Associate:

We need someone who will be a part of a fundraising team, help keep us organized, tell our story and expedite our forward momentum.

Reports to: Director of Development

The ideal candidate has the following knowledge, skills and abilities:

- Bachelor's degree or equivalent experience
- In-depth knowledge of the Santa Fe and New Mexico community
- Proven extensive experience with technology and all social media platforms
- Strong oral and written skills
- Self-motivated, curious, collaborative, flexible, and positive
- Excellent organizational skills; ability to prioritize tasks and work with little supervision

This job position encompasses 3 main aspects of our organization: administration, database and records management, and donor stewardship including event planning.

Administration

Office administration and tasks ensuring NMSA-AI has the adequate support to work effectively and sustainably.

Responsibilities include:

- Supporting the mission and FY2021 fundraising plan (Office of the President)
- Maintaining regular office hours
- Managing online office documents, donor database and hard copy files
- Assisting with taking meeting minutes for distribution when appropriate
- Providing logistical assistance for all NMSA-AI events
- Supporting colleagues, consultants and partners
- Collaborating with co-workers, management, and board
- Coordinating and managing volunteers and interns

Database Management

Ensure timely and accurate digital and hard copy recording and filing

Responsibilities include:

- Data entry of donor information
- Data entry of event information
- Conduct donor and prospect research
- Creating and updating fundraising reports, including appeals analysis and giving trends

Donor Cultivation and Stewardship

Supports the Director of Development in the creating and executing initiatives tied to the FY2021 Annual Fundraising Plan

Responsibilities include:

- Assisting in creating regular, segmented appeals such as a thank you card distribution;
- Assisting in creating special fundraising initiatives such as an alumni event;
- Assisting in creating cultivation events for annual and leadership annual donors such as invitations to guest artist performance and classes; and
- Implement cultivation and stewardship efforts such as fund development for parents, alumni and Circle of the Arts under the direction of the Development Director.

INTERNAL NOTE TO ENSURE THAT WE ARE IN THE BALLPARK FOR SF: SALARY RANGE: Based on salaries of other nonprofits in Santa Fe, the salary range is \$30-\$36K plus medical, dental, vision and leave benefits for an entry level candidate. Upon approval of the budget, NMSA will post the position at \$36K.