

**DUNEDIN FINE ART CENTER (DFAC)
DUNEDIN, FLORIDA**

POSITION TITLE:

Advancement Coordinator

GENERAL DESCRIPTION OF DUTIES

To assist in creating and organizing outreach and sponsorship for special events. To assist in specific membership programs, such as the Giving Circles. Work in collaboration with the development team on securing sponsorships for exhibits, special projects, and events. Any other duties and projects as assigned by the President/CEO

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Oversee administrative functions for all DFAC events, including exhibit openings, Giving Circle cocktail parties, Trashy Treasures, Annual Garden Party, Wearable Art, and Annual Golf for Art
2. Manage all in-house and off-site aspects of special events including securing items for raffles, auctions and giveaways.
3. Assist with fundraising appeals for members, non-members, and prospects.
4. Work with volunteer coordinator for job descriptions and work plan for volunteers for exhibits and special events.
5. Work with President/CEO on securing sponsorships for exhibits, DLM Children's Museum, special projects, and events.
6. Learn Results (Metafile fundraising software) from Membership & Development Manager by expanding donor profiles.
7. Meet and organize rentals using DFAC's rental policy.
8. Work as a team member with DFAC staff on all aspects of events, fundraising and programs.
9. Assist with prospect research, including making exploratory calls and compile a donor prospect report.
10. Provide excellent customer service, anticipating and exceeding the needs of our donors.
11. Demonstrate ability to multi-task and prioritize daily objectives in an efficient manner.

12. Work with Communications Department to ensure consistent messaging and brand consistency for event and development related promotions and production development.
13. Pursue further education in institutional development.

SPECIAL REQUIREMENTS INCLUDE:

Bachelor's Degree or two to three years of comparable experience in special events and fundraising; knowledge or interest in the arts; excellent communication skills; self-motivated; and computer literate for professional office correspondence and proposal preparation.

PERFORMANCE APTITUDES

- Requires good time-management skills to coordinate and manage projects; ability to understanding importance of fundraising skills and techniques for a not-for-profit organization.
- Professional and confidential attitude when discussing DFAC donors.
- Requires the computer ability with the knowledge of office programs, copier, calculator, telephone; and requires ability to learn new computer programs.
- Requires the cogent ability to use a variety of tools necessary for reference, descriptive and/or advisory data and information.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in light work involving moving from one area of the building to another, specifically assisting with set-up for events and rentals. Some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

The DFAC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable

accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Background Check Required

Background & Fingerprint check required by Florida State Law.

DFAC has Conflict of Interest and Sexual Harassment Policies as per the Employee Handbook

Ends

Public/Personnel/Job Description