



## Development Position at Arts Missoula

**Position:** Fundraising and Engagement Coordinator

**Organization:** Arts Missoula

**Employment Type:** Full-time or  $\frac{3}{4}$  time negotiable, salary \$30,000-\$41,000 with 3% retirement quarterly retirement contributions and health benefits

**About Us:** Arts Missoula is the designated arts and culture agency for the City of Missoula, dedicated to promoting and enriching the cultural life of our community. We are committed to advocating for the arts, providing educational programs, supporting local artists, and fostering community engagement through the arts.

**Position Overview:** We are seeking a passionate and motivated Coordinator to join our team. This role is crucial to the sustainability and growth of Arts Missoula's mission. They will be responsible for grant writing, donor cultivation, coordinating fundraising events, and securing sponsorships. This is a full-time position that offers benefits and the potential for growth within the organization.

Depending on experience, the focus of the position may lean more toward grants or membership/sponsorships/donor cultivation.

### Key Responsibilities:

- **Grant Writing:** Research, write, and submit grant proposals to secure funding for Arts Missoula's programs and initiatives.
- **Donor Cultivation:** Build and maintain relationships with current and potential donors to secure ongoing financial support.
- **Fundraising Event Coordination:** Plan and execute fundraising events that engage the community and generate revenue for the organization.
- **Sponsorships:** Develop and manage sponsorship opportunities to support Arts Missoula's programs and events.
- **Memberships:** Develop and manage memberships

### Ideal Candidate:

- Strong writing and communication skills, with a proven track record in grant writing and donor relations.
- Experience in fundraising, including event planning, grant reporting and sponsorship management.

- Ability to work independently and collaboratively in a dynamic and creative environment.
- A passion for the arts and a deep commitment to the mission of Arts Missoula.
- Creative thinking and problem-solving skills, with a proactive and positive attitude.
- Ability to build relationships with diverse stakeholders and inspire community engagement.

**Why Join Arts Missoula?** This position offers an exciting opportunity to contribute to the cultural vibrancy of Missoula while developing your career in the nonprofit sector. As our Development Officer, you will have the chance to shape the future of Arts Missoula's fundraising strategies and grow within the organization.

**How to Apply:** Please submit your resume, a cover letter detailing your experience and passion for the arts, and a writing sample by October 4<sup>th</sup>, 2024 to [heather@artsmissoula.org](mailto:heather@artsmissoula.org). We look forward to hearing from you!

Arts Missoula is an equal opportunity employer and encourages applications from individuals of all backgrounds.