



BELIEVE IN ARTISTS

200 W Madison St, Fl 3
Chicago, IL 60606
(312) 470-6325

unitedstatesartists.org
FB: @unitedstatesartists
IG: @unitedstatesartists
TW: @USAforArt

Job Position

United States Artists (USA) is a national, nonprofit arts organization that provides unrestricted money to individual artists working across all disciplines in rural, suburban, Tribal, and urban communities. To date, we have awarded more than 750 artists with over \$36 million of direct support. With this unrestricted award, recipients decide for themselves how to best use the money—whether it is creating new work, paying rent, reducing debt, getting healthcare, or supporting their families.

We work with artists, donors, and other colleagues from all abilities, ages, art practices, ethnicities, genders, geographies, races, and socioeconomic statuses. We strive to have our 18-person staff represent as much of that spectrum as possible.

USA is seeking to hire **TWO** development coordinators to join its fundraising team, which raises \$4 million each year from a combination of foundations, our board of directors, other individuals, government sources, and corporations.

These development coordinators will work closely with the development director on all aspects of fundraising, with one position focused more on donor events, the major gift program, donor communications materials, and operations; and one position focused more on institutional giving, gift processing and acknowledgment, and prospect research.

Complete job descriptions are below, which include key duties and responsibilities. While experience with those is preferred, candidates may also simply demonstrate their ability to grow into them.

To apply, please submit a cover letter and resume to jobs@unitedstatesartists.org. Please put Development Coordinator: “[your name] + [position role]” to specify whether you’re applying to the “Donor Relations” or “Institutional Giving” role in the subject line.

Candidates will be considered on a rolling basis, and the positions will remain open until filled.



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Development Coordinator, Donor Relations, Special Projects	Development Coordinator, Institutional Giving, Prospect Research
Shared Duties & Responsibilities	
<p>The coordinator is a full-time position that reports to the director of development; works as part of a 3-person team; and also works closely with all USA staff.</p> <p>Along with the other coordinator, this position supports the director of development in executing all aspects of the annual fundraising plan to meet the financial needs of the organization. This includes prospect research, solicitation, and cultivation.</p> <p>Historically, it has also included working on a national event for USA's artists, donors, and prospects.</p> <p>This position includes designing and comanaging the annual online fundraising campaign; as well as comanaging database entry, including donor and prospect record keeping, gifts received, tracking event invitations and attendance, and donor trip participation.</p> <p>The coordinator serves as an advocate for the important work and accomplishments of USA, which includes attending events, meetings, and conferences as opportunities arise.</p> <p>The coordinator assists with Board meeting preparation and materials and also takes on additional duties as required, including serving as backup to the other coordinator.</p>	<p>The coordinator is a full-time position that reports to the director of development; works as part of a 3-person team; and also works closely with all USA staff.</p> <p>Along with the other coordinator, this position supports the director of development in executing all aspects of the annual fundraising plan to meet the financial needs of the organization. This includes prospect research, solicitation, and cultivation.</p> <p>Historically, it has also included working on a national event for USA's artists, donors, and prospects.</p> <p>This position includes designing and comanaging the annual online fundraising campaign; as well as comanaging database entry, including donor and prospect record keeping, gifts received, tracking event invitations and attendance, and donor trip participation.</p> <p>The coordinator serves as an advocate for the important work and accomplishments of USA, which includes attending events, meetings, and conferences as opportunities arise.</p> <p>The coordinator assists with Board meeting preparation and materials and also takes on additional duties as required, including serving as backup to the other coordinator.</p>
Core Duties	
<p>Together with the director of development, the coordinator:</p> <ul style="list-style-type: none"> Plans and executes cultivation and stewardship events (both in-person and virtual), including handling invitation lists, logistics, content, and budgets. 	<p>Together with the director of development, the coordinator:</p> <ul style="list-style-type: none"> Writes grant proposals, budgets, and reports for institutional support from corporate, foundation, and government funders.



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Core Duties	
<ul style="list-style-type: none"> • Manages USA's major donors (the Ambassador group) and helps coordinate their benefits program • Serves as the primary liaison with USA's communications team to create development materials, including artist profiles, donor packets, fundraising materials, event invitations, and itineraries • Coordinates the operations and systems for the fundraising team, including serving as the point person on technology. 	<ul style="list-style-type: none"> • Manages grant and report deadlines and maintains an internal calendar • Processes incoming gifts and composes donor acknowledgments on a timely basis • Conducts prospect research to expand USA's individual donor base
Skills and Qualifications	
<ul style="list-style-type: none"> • Experience working in nonprofit fundraising, with a preference for individual cultivation, solicitation, and/or stewardship • A passion for supporting individual artists • Ability to write clearly and concisely with a keen eye for detail • Ability to plan and execute events • Ability to develop budgets, track expenses, and reconcile credit cards • Experience working with databases • Microsoft Office, Google Drive, Adobe Cloud, Asana, Little Green Light, iWave, and Mailchimp are some of USA's technology platforms 	<ul style="list-style-type: none"> • Experience working in nonprofit fundraising, with a preference for experience with institutional donors and/or prospect research • A passion for supporting individual artists • Ability to write clearly and concisely with a keen eye for detail • Ability to track and manage to multiple deadlines • Ability to do gift processing • Experience working with databases • Microsoft Office, Google Drive, Adobe Cloud, Asana, Little Green Light, iWave, and Mailchimp are some of USA's technology platforms
Ideal Characteristics	
<ul style="list-style-type: none"> • Outstanding communications skills • A "doer" with a willingness to work hands-on in developing and executing a variety of activities ranging from the internal day-to-day to the highly creative; an energetic, alert, hardworking person, able to research and problem solve as necessary • Meticulous project management and organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence • A "team player" who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another 	<ul style="list-style-type: none"> • Outstanding communications skills • A "doer" with a willingness to work hands-on in developing and executing a variety of activities ranging from the internal day-to-day to the highly creative; an energetic, alert, hardworking person, able to research and problem solve as necessary • Meticulous project management and organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence • A "team player" who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another



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Ideal Characteristics	
<ul style="list-style-type: none"> • The presence and credibility to serve as an effective spokesperson for USA • Strong internal and external relationship management skills • Maturity, curiosity, humor, and high integrity • Ability to work effectively with an incredibly diverse community • Embodies USA's values of care, equity, and access 	<ul style="list-style-type: none"> • The presence and credibility to serve as an effective spokesperson for USA • Strong internal and external relationship management skills • Maturity, curiosity, humor, and high integrity • Ability to work effectively with an incredibly diverse community • Embodies USA's values of care, equity, and access

Additional Information

United States Artists (USA) is currently working remotely and has adopted a four-day workweek (with the office closed on Fridays). The current team resides in several states.

There is no geographic requirement for this position, as there will always be a remote work option for all employees.

Salary for this position is within a starting range of \$55,000 to \$65,000; full benefits package.

Contact

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You may find more information about USA at www.unitedstatesartists.org.

United States Artists (USA) is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all