



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:

Advancement Assistant

United States Artists: An Overview

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.

USA is seeking to hire one Advancement Assistant to join its Advancement team. The complete job description is below, which include key duties and responsibilities.

To apply, please submit a cover letter and resume to jobs@unitedstatesartists.org by June 15, 2023. Materials will be reviewed on a rolling basis until the position is filled.

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

The Role

The Advancement Assistant supports USA's communications and fundraising functions. This position serves USA's mission, vision, values, and goals through supporting work on brand and visual identity, printed and digital media, internal and external messaging, audience engagement, database administration, and general department administration. This is a full-time position that reports to the Advancement Director and works closely with all members of the Advancement team.

Essential Duties & Responsibilities

The United States Artists Advancement Team is responsible for all communications and fundraising functions for the organization. This role serves as a support role for all areas of this work and is an essential organizational partner to the director and team. Specific responsibilities include:



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Web and social media

- Managing and executing content on USA's social media accounts, including: administering social media posts, writing copy, and selecting content for review;
- Appropriately responding to comments and messages received on social media;
- Tracking and reporting on analytics for social media, website, and specific campaigns;
- Data review, editing and proofing assets for web and publishing material;
- Making website updates based on review of website and requests by the team

Accessibility and outreach

- Determining needs and identifying solutions to provide access to USA's publications, events, and communications to individuals regardless of ability. This includes writing image descriptions to serve visually impaired constituents, ensuring closed captioning and/or ASL interpretation, and ensuring venues for in-person programs are accessible

Content

- Translating and populating visual identity across multiple platforms such as social media, email newsletters, website, brochures, presentations, and event collateral;
- Identifying and facilitating digital assets and content including maintaining databases;
- Creating, amending, and updating design collateral as needed

Development

- Preparing acknowledgement letters for received contributions;
- Drafting donor communications for Advancement Director and CEO as assigned;
- Partnering with Development Coordinator on performance analysis of all email, social, and web fundraising appeals;
- Preparing broad based donor communications;
- Preparing artist dossiers;



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- Maintaining development tracking mechanisms including Little Green Light database

Administrative

- Managing departmental email accounts and phone lines;
- Managing scheduling for departmental meetings;
- Maintaining departmental meeting agendas;
- Supporting CMS databases and mailing lists to maintain accurate, well-organized information of key audiences and constituents;
- Identifying and working with various vendors to vet services, request quotes, and track projects;
- Helping set and then adhering to workflow processes to meet strict deadlines through Asana and other workflow tools;
- Making recommendations of improvements to the team processes and tools

Other

- Functioning as a frontline representative for USA with external constituents (phone, Zoom, and in person);
- Traveling to necessary and relevant conferences, symposiums, and convenings, including in-person organization events, as needed;
- Additional duties as required

Ideal Characteristics

This individual is an integral part of the organization and therefore must be someone with strong communication, research, and administrative skills. The ability to troubleshoot, think creatively, and represent USA effectively are key attributes. This individual must possess the following:

- Ability to receive constructive feedback;
- Ability to work effectively with an incredibly diverse community;
- Outstanding verbal and written communication skills;
- 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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Requirements

- One to two years of directly related work experience
- Passion for and ability to clearly articulate USA's mission
- Resume (maximum one page) and cover letter required for application

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
- Salary range for this position is \$50,000-60,000; full benefits package

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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 applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.