Position: Membership & Program Coordinator
Status: Full-time
Supervised by: Executive Director
Compensation: Salary (Commensurate with experience)
Schedule: 40 hours per week Tuesday - Saturday (Exempt position)

Duties:

Administration & Membership

- Data entry for all organizational operations including customer, donor, member, and outreach/marketing databases.
- Act as first point of contact for customers, members and stakeholders to appropriately direct questions and feedback.
- Network with local businesses to maintain and expand membership benefit packages.
- General upkeep of files and documents.

Programming & Outreach

- Maintain up-to-date events calendar on organization website.
- Oversee creation and scheduling of content for website, weekly e-newsletter and social media platforms to maximize reach.
- Data entry / tracking of all artist submissions related to exhibits and Retail Store, as well as art and retail store sales.
- Assist with all aspects of exhibit curation, installation and presentation to the public.
- Participate in Committee meetings and act as recording secretary.

Fundraising

- Research and draft grant applications and reports.
- Administrative support for coordination of sponsorship and individual donor solicitations.
- Assist in the planning and execution of fundraising and donor development events.
- Administrative support for written communication with donors and corporate sponsors.

Volunteer Coordination

- Assist in the development of volunteer and intern position descriptions based on current and projected organizational needs.
- Oversee recruitment, on-boarding, and scheduling of all volunteers and interns.
- Direct supervision of gallery management interns.

Minimum Qualifications:

- Associate's or Bachelor's degree in Business Administration or related field OR minimum of two years of related experience in an administrative support position, preferably in an arts organization.
- Strong attention to detail and high level of problem-solving skills.
- Exceptional written and verbal communications skills.
- Solid understanding of relational databases, data procedures and data administration.
- Excellent analytical thinking, troubleshooting, and creative problem-solving skills.

- Superb interpersonal and customer service skills to work with key audiences including members and staff.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Proficiency in Microsoft Office Suite (Outlook, Access, Word, Excel & PowerPoint) & Google Drive Suite.

Preferred Qualifications, Skills and Abilities:
- Prior experience in non-profit organization.
- Ability to work a flexible schedule to meet organizational needs.
- Ability to work in a fast-paced environment.
- Ability to work independently or collaboratively on assigned responsibilities.
- Ability to communicate with and work well with others with varying skills, technical knowledge, and levels in the organization.
- Working knowledge of Mailchimp and popular social media platforms.

ACG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.