



The Arts Foundation's mission is to support and strengthen a vibrant and diverse art and cultural sector for everyone in the region.

Organization: Arts Foundation of Cape Cod (AFCC)

Location: Hyannis, MA (Cape Cod / Mid-Cape)

Job Type: Part-Time

Title: Development Associate

Report To: Director of Development

The Arts Foundation of Cape Cod has an exciting opportunity for the right person to join our team, working to support and strengthen a vibrant and diverse arts and cultural sector in our community. The AFCC serves as the region's central hub for elevating and enhancing the Cape's creative economy. We do this in a number of ways, including grant giving to artists and cultural organizations; addressing inequities by providing underserved students access to arts and cultural programs; professional development through our Creative Exchange program; advocacy for the arts and more.

We are looking for a part-time (30 hours/week) Development Associate to support these initiatives through the following responsibilities:

#### Donor & Member Relations:

- Assist in the cultivation, solicitation, and stewardship of individual donors; may include acknowledgment letters, updates, and personalized communications.
- Work with operations to ensure the donor and member database is accurate and up-to-date.
- With support of Director of Development, responsible for outreach, communication with, and growth of AFCC membership, including thank you emails to members; membership mailings; and identifying prospective members in the community.

#### Fundraising Campaigns:

- Work closely with Director of Development and Director of Grants & Communications to execute fundraising campaigns, including annual appeals, special events, and online giving initiatives.

#### Event Planning:

- Support the planning and execution of fundraising events, including logistics, invitations, and donor recognition.
- Support the planning and execution of member meetups.

#### Community Engagement:

- Represent AFCC at community events and meetings to build relationships and promote our mission.

#### Administrative Support:

- Provide administrative support to the development team, including scheduling meetings, maintaining files, and preparing materials.
- Supporting other needs for the team as the opportunities arise.

#### Qualifications

- Experience in nonprofit management, communication, business, or marketing.
- Event planning experience is required.
- Ability to work independently and as a member of a team is essential.
- Strong written and verbal communication skills.
- Keen eye for detail and excellent organizational and time management skills.
- Familiarity with fundraising software and donor databases.
- Proficiency in Microsoft Office.
- Strong interpersonal skills are required.
- Ability to work both weekday and weekend evenings as needed.
- Capable of lifting up to 30 pounds as needed.
- Some travel throughout Cape Cod is required.

### Preferred Qualifications

- Experience with marketing tools, including email marketing software, graphic design, and social media.
- Previous experience with donor-related databases and/or software.
- Passion for and commitment to the mission of the AFCC.

### **How to apply:**

Please send a cover letter and resume to [HR@artsfoundation.org](mailto:HR@artsfoundation.org)

### **Salary:**

\$25-\$30/hour

Parttime is 30 hours per week.

### **Benefits:**

Matching 401K (after 90 days)