



## **ADVANCEMENT ASSOCIATE**

Reports to: CEO

Classification: Exempt, Full-Time

Benefits: Vacation and sick pay, health benefits

Schedule: M-F 8:30-5:30; non-standard including occasional evenings and weekends

Salary: \$60,000 - \$70,000

Start Date: ASAP

The Armory Art Center is a non-profit organization committed to providing exceptional visual and hands on arts education center that offers experiences for our diverse community at all levels. We are growth-oriented and passionate about what we do.

### **Summary**

The Armory Arts Center seeks an Advancement Associate. This position will be a visionary team leader who will guide and manage a small Development Department. Key Responsibilities include helping lead the direction, planning, and execution of development, grants and special events to expand the Armory's audience and maximize revenue in support of the Armory's strategic plan.

### **Board and External Relations**

- Serve as the primary Armory liaison to the Development Committees of the Board of Trustees.
- Liaise with the Armory CEO and members of the Board to identify their development and networking capabilities and to help them achieve their goals.
- Represent the Armory to the community at events and conferences, as appropriate.

### **Job Requirements**

The successful candidate is highly organized, understands budgets, is a problem solver, and has a Bachelor's degree in Business or Arts Administration, Nonprofit management, Social sciences, Financial management or a related field, or equivalent experience, advance degree preferred;

- A minimum of 2-5 years of development experience preferred. Experience working in a Visual Arts Center or other Cultural arts organization is not required but is a bonus.
- Management experience and/or supervisory experience is a bonus.
- A record of successful fundraising efforts;
- Ability to cultivate, write, and manage grants independently and with a team;
- Is consumer-focused and an entrepreneurial thinker;
- Communicates well orally and in writing;
- Ability to work with a variety of people and cross-departmentally;
- Adept at Microsoft Office. Knowledge of Illustrator, and InDesign helpful;
- Has a valid driver's license and a reliable vehicle.
- A passion for the visual arts is essential.
- Must work onsite at the Armory Art Center location, and other sites as needed.
- Some night and weekend work required.

### **Apply**

In one PDF send cover letter, resume and five (5) professional references. *(There is no relocation or interview travel stipend available for this position.)* Email resume to [employment@armoryart.org](mailto:employment@armoryart.org) In the subject: Development Associate

No phone calls. This position is open until filled. If you are interested, send in an application immediately.

*The Armory Art Center does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability, financial status, or marital status in its programs, activities, and employment. In accordance with the hiring policy at the Armory Art Center, the first 90 days of employment is considered an introductory period.*