



Communications + Development Coordinator

(Full-time / 40 hours / \$40,000 – \$45,000 per year)

The Artist Communities Alliance (ACA) is an international nonprofit association, providing services to more than 300 organizational and individual members working in the field of artist residencies. Based in Providence, RI and operating fully remotely, the ACA conducts research about artist residencies, hosts field-wide discussions and professional development convenings, manages several grantmaking programs, offers consulting services, develops informational tools, and advocates on behalf of artist residencies and artists. Founded in 1991, the ACA maintains a staff of 10–12 employees and a national Board of Trustees. ACA is a fully remote work-from-home organization maintaining Eastern Time zone business hours.

The primary function of this role is to support ACA's communications department. The Communications + Development Coordinator also coordinates and stewards ACA's development projects and campaigns.

This position reports to the Senior Communications + Engagement Manager.

*The Alliance is dedicated to building a culturally diverse and pluralistic staff and board. **People of color and individuals with disabilities are strongly encouraged to apply.***

HOW TO APPLY: Please apply via [this link](#) by Feb 5, 2024 at 4pm ET.

DUTIES AND RESPONSIBILITIES:

- Working in collaboration with the Senior Communications + Engagement Manager to design visual assets for programs and other special projects using Canva and/or Adobe Creative Suite: Photoshop, Illustrator, and Indesign
- Maintain and Coordinate social media calendar and postings using third-party social media scheduling app
- Support program administration by designing post-event video cards for video assets for ACA programs
- Monitor and maintain Communications department general email inbox
- Monitor and maintain social media inboxes; respond to direct messages.
- Prepare correspondence, communications, meeting minutes, presentations, dashboards and agendas. Take and edit accurate meeting minutes; note what needs follow up and facilitate.
- Monitor Mailchimp contact lists and maintain data integrity
- Work across departments to create mailing lists for email campaigns
- Update communications dashboard with current email, website and social media analytics
- Update and maintain Newsletter editorial calendar
- Assist Membership Manager with moderating a future online member forum, engaging in social listening and reporting findings.
- Assist Membership Manager with member support by maintaining the Job Board, assessing and removing expired content on the website and related administrative tasks
- Support the coordination of online events such as New Member Orientation and virtual networking gatherings
- Support Member data collection + maintenance utilizing surveys, member outreach and Salesforce CRM software
- Assist with building press lists
- Proof-reading and copy editing newsletters and email campaigns
- Serve as project coordinator for the annual appeal process, overseeing the development of print and digital campaigns, and execute follow-ups with donors and potential donors.
- Collaborate with ACA's Managing Director of External Affairs on stewardship of funders and donors.
- Expand opportunities for ACA sponsorships and advertising revenue.
- Maintain detailed records of donors, funders and ACA supporters in Salesforce database.

- Contribute to proactive full-year stewardship of ACA donor + supporters, including managing receipt of donation letters, and special donor updates.

PREFERRED QUALIFICATIONS

- Strong graphic design skills
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, external partners, and artists
- Strong written and verbal communication skills
- Demonstrated proactive approaches to problem-solving
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Demonstrated ability to achieve high performance goals and meet deadlines

EDUCATION + EXPERIENCE REQUIREMENTS

- H.S. Diploma or G.E.D.
- Strong design skills / portfolio
- 2-4 years of non-profit administrative experience
- Experience working with an arts service organization preferred, but not required.
- Experience and interest in visual design, program/project management, communications, and / or marketing
- Proficient in Microsoft Office, Zoom, and Google Suite

DESIRED START DATE: March 11, 2024

COMPENSATION: \$40,000 - \$45,000 / 40 hours weekly

BENEFITS: paid holidays, accrued vacation + sick time, 401k after one year with 3% employer contribution, intermittent travel for staff and board retreats, convenings or programs, employer contribution towards insurance, quarterly work from home stipend, at minimum participation in 3 community rest weeks.

LOCATION & OFFICE: Fully remote office. The majority of administrative work and meetings are conducted virtually and majority of staff work from a home office except when required to be on-site for programs and meetings.

ABOUT ACA STAFF CULTURE:

As an organization dedicated to equitable practice — including racial, gender, and economic justice — we try to live the values we seek to cultivate within the broader artist communities by applying principles of fairness, respect and justice in our relationships with artists, our members, grantees and collaborators, as well as in our internal management processes and structures. We strive to create conditions in which every person is supported to bring their whole, best self to do great work, to learn and to grow. We are building a habit of open and skillful interactions about race and racism, gender and sexism.

EQUAL OPPORTUNITY EMPLOYER

ACA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.