

ORANGE SHOW CENTER FOR VISIONARY ART

Development Coordinator (Development)

Reports to Executive Director

The Orange Show Center For Visionary Art is conducting a search for a Development Coordinator position. The Development Coordinator will work closely with the Executive Director, the Development Committee, Grant Manager and Sponsorship Manager to coordinate and implement development initiatives as well as fulfillment and recaps. The OSCVA Development Coordinator will be responsible for website and Facebook updates as well as the Trailblazer donor database system. The position has key responsibilities within Art Car Parade and the annual Orange Show Gala.

Applicants should have a minimum of four-year degree from an accredited University. Development experience a plus but consideration of each applicant will be reviewed. Intermediate knowledge of database, excel, word and social media software is needed to successfully perform the responsibilities of this position.

This is a full time position with an hourly rate. Rates commiserate with experience.

Please send resumé and 3-paragraph narrative as to why you would like to work at The Orange Show Center For Visionary Art. Interviews will occur in December with a decision made by January 5th, 2017.

Send applications to Lynette Wallace, Executive Director – lynette@orangeshow.org

Application Deadline: November 30th

Development

- ◆ Provides a positive face and disposition, reflecting the Orange Show, on phone, email, Facebook & website on a daily basis.
- ◆ Updates and maintains website with input from committees, PR and Program coordinators.
- ◆ Liaison with Grant Manager on grant calendar.
- ◆ Gather and produce granting final report materials.
- ◆ Write and submit minor grant opportunities of \$10,000 and less
- ◆ Keep current on donor trends and potential funding opportunities.
- ◆ Maintains library and archive filing, data entry of new books.
- ◆ Manage and coordinate membership program and member stewardship.
- ◆ Attend special events to promote OSCVA and market to potential donors.
- ◆ Coordinate development opportunities for OSCVA display at area tradeshow and events.
- ◆ Participate with OSCVA display and membership solicitation/ merchandise at OSCVA events.

Donor & Patron Management

- ◆ Maintains donor database.
- ◆ Monthly status report submitted to Executive Director of updates and additions.

- ◆ Generates weekly Thank You notes for donations received week prior.
- ◆ Customize templates for Thank you notes to be used for donations.
- ◆ Generate quarterly thank you notes with IRS donation form. (art car and gala will be separate from quarterly)
- ◆ Generate and mail final calendar year IRS donations and thank you for support in January.
- ◆ Make copies of all donation checks and attach to deposits for auditing purposes.
- ◆ Notify if a donation is made in honor of someone and indicate for which it was given.
- ◆ Coordinates mass mailings and other development communications including art car and gala mailings.
- ◆ Coordinating with Executive Director and Chairs to maintain communications with ticket purchasers for both Art Car & Gala.
- ◆ Coordinates all donor correspondence, solicitation, and IRS receipts.
- ◆ Oversees 700 thank you packets to artists, volunteers, sponsors, donors for Art Car Parade and Gala
- ◆ Enter and maintain Art Car artist with in system.

Houston Art Car Parade

- ◆ Manage VIPit Tent and Ticket Sales.
- ◆ Weekly Reserved Bleacher Seating ticketing reports
- ◆ Submit weekly sales report submitted to Executive Director prior to Art Car Chair Meetings.
- ◆ Coordinate the tent and ticket sales packets delivered/mailed to guests.
- ◆ Staff (with volunteers) and manage the VIPit check-in and information during Art Car Parade.
- ◆ Coordinate ticketing and manage check in at Art Car Ball
- ◆ Coordinate and manage Orange Show Info booth at Sneak Peek.
- ◆ Thank you notes to all ticket buyers, and sponsors both monetary and in-kind.

Annual Orange Show Gala

- ◆ Manage Gala Ticket and Table Sales.
- ◆ Create and distribute Table & Ticket ticket report weekly.
- ◆ Update and provide the Gala Save the Date / Letter From Marilyn / Gala BBQ & Gala Invite Lists.
- ◆ Coordinate mailings of all gala printed materials.
- ◆ Gala BBQ – staff and be present at the welcome table
- ◆ Gala – Supervise with Growthforce Accountant the welcome and check out table.
- ◆ Welcome guests and distribute gala program.