



August 2019

Donor Communications and Events Coordinator

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch, and pride ourselves on a warm and supportive work environment. GrubStreet seeks a Donor Communications and Events Coordinator to help with ongoing fundraising appeals, our capital campaign to build a Narrative Arts Center, and events. This temporary position is 30 hours a week from September 2019 through December 2020, with the possibility of continuing employment. Some evening work is required. This person works collaboratively in our fast-paced, friendly Boston office, and reports to the Senior Development Manager.

We encourage POC, LGBTQ, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle systems, processes, or structures that would discourage any person from working with us. Our excellence as an organization, the impact we strive for, and our commitment to our mission depend on the strength and authenticity of our commitment to diversity, equity and inclusivity.

RESPONSIBILITIES:

Donor Events

- Assist Senior Development Manager and Development Associate with production of fundraising events, including annual fall gala, author toasts, and Muse donor cultivation events. Tasks include helping with venue selection, catering, keeping track of attendees, invitation production, welcoming donors, and event follow up.
- Assist Capital Campaign Manager with production of events, including tours of the new Narrative Arts Center space, fundraising events, and kick-off for the public/community phase of the campaign. Tasks include helping with catering, keeping track of attendees, invitation production, welcoming donors, and event follow up.

Database and List Management

- Pull custom lists for donor communications as directed by Senior Development Manager.
- Identify and flag overlap between annual fund and capital campaign outreach lists to ensure smooth donor communications.
- Enter details of donor meetings and other donor contacts into database for recordkeeping and to ensure follow-up, as directed by Development Director and Capital Campaign Manager.

- Complete regular database maintenance tasks, including ensuring that donor notes are consistently logged, updating contact information and contact preferences, and other tasks as needed.

Individual Donor Cultivation & Support

- Assist team with calling to thank donors and request gifts from donors.
- Assist Development Associate with member engagement, as needed.
- Assist the team with various committee meetings, including arranging for catering, photocopying, arranging for technology, and meeting wrap up.

Donor & Foundation Communications

- Assist Development Director with creation of proposals to donors and reports on what their giving has accomplished, including drafting copy and collecting photos and other impact data as needed. Provide support for foundation work, including creating attachments as directed by Senior Development Manager. Act as the point person with program team to collect all data needed for reports and proposals; assist with writing as needed.

Qualifications:

1. Strong data entry and database management skills required
2. Strong tech skills, including facility with list management and spreadsheets; knowledge and facility with fundraising operations a big plus
3. Detail-oriented
4. Strong organizational skills
5. Solid interpersonal and communication skills – both oral and written; comfort calling both donors and possible vendors on the phone
6. Skilled in Microsoft Office (Word and Excel)
7. Willingness to learn and work well within a team environment
8. Interest in working with donors
9. 1-2 years' experience with non-profit fundraising or related experience

About the Organization

GrubStreet, the largest creative writing center in the U.S., annually engages nearly 6,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate level seminars at our downtown location, in Boston neighborhoods, and online. Our teachers are working artists who bring the highest quality instruction and mentorship to aspiring storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers. Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants.

We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities in Egleston, East Boston, and Mattapan.

Our Mission

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment.

Please email your resume and cover letter to jobs@grubstreet.org and please put “Donor Communications & Events Coordinator” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.

Position Type: Part-time, 30 hours per week

Position Level: Coordinator, 1-2 years' experience needed

Position Reports to: Senior Development Manager

Location: Boston