

# ART STUDENTS LEAGUE OF DENVER

## JOB DESCRIPTION

### Communications & Development Coordinator

#### SUMMARY

Under the general supervision of the Director of Communications & Development, this full-time, non-exempt position works on marketing and fundraising efforts and board relations.

#### ESSENTIAL QUALIFICATIONS

- Minimum of 2 years work experience in marketing or fundraising
- Demonstrated skills and experience relevant to job duties

#### DUTIES & RESPONSIBILITIES

##### Development

- Maintains donor database, including gift entry and record cleanup
- Generates donor acknowledgment letters weekly
- Identifies new strategies and brainstorms visionary plans to support the execution of the annual Communications & Development Plan
- Supports Director of Comms & Dev with donor cultivation and stewardship, including scheduling donor meetings, helping plan events and campaigns
- Assists with reconciling daily transactions as needed; generates weekly reports for Accounting team
- Participates in Development Committee alongside board & community members

##### Marketing and Communications

- Supports the creation and distribution of internal and external communications, including emails, social media content, website content, printed pieces, donor & sponsor packets, Impact Report, and any other relevant communications materials
- Has a strong understanding of ASLD's mission, vision, values, and voice and feels comfortable creating communications that reflect these
- Tracks and analyzes social media traffic & engagement
- Gathers and organizes stories about ASLD and community members, including testimonials and photos/video
- Integrates the principles of justice, equity, diversity, inclusion, and accessibility in all communications decisions
- Responds to communications-related issues, with the public or internally, in a timely manner

##### Board Relations and Leadership Support

- Prepares materials for the Board of Directors including managing meeting calendar, organizing agendas, maintaining board meeting minutes, creating and updating materials for board meetings and trainings
- Schedules meetings and appointments for Executive Director & Development Director as needed, including meetings with donors, internal staff, community partners, etc.
- Upholds a strict level of confidentiality

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- Assists with events, including Board, donor and community events, and staff appreciation/team building efforts
- Identifies ways to keep Board Members engaged in mission-driven/programmatic efforts (i.e., invitations to ASLD exhibits, events, and art workshops)
- Works on special projects as assigned

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent verbal and written communication skills
- Ability to build relationships and work well with a team, as well as ability to work independently
- Strong time-management and prioritizing skills, including meeting multiple deadlines/commitments and handling multiple tasks while maintaining attention to detail
- Ability to work in person at ASLD Main Branch and occasionally offsite at other ASLD locations or partner locations; availability to work some evening hours and weekends when required; punctuality and sense of urgency
- Working knowledge of computers and ability/willingness to learn new skills
- Excellent Microsoft Office skills (Excel, Word, PowerPoint)
- Experience with CRM databases for class sales, email marketing, and/or fundraising
- Experience creating content for various social media platforms (basic understanding of digital photography, video editing for social media, etc.)
- Experience with website content management systems
- Interest in art and/or artmaking
- Commitment to using communications to carry forward ASLD's values

## **ABOUT THE ART STUDENTS LEAGUE OF DENVER**

Modeled on the famous Art Students League of New York, The Art Students League of Denver (ASLD) first opened its doors in 1987 with a handful of recognized artists teaching over one hundred students within its first year. Today, located in the historic Sherman School in the West Washington Park area, ASLD engages over 900 students a month with over 200 noted artists who teach diverse fine arts courses throughout the year. A 501(c)3 non-profit organization, ASLD is supported by private donations, tuition, foundation grants, and the Scientific & Cultural Facilities District.

At ASLD, every student has the opportunity to study with regionally and nationally recognized working artists in a wide selection of media. Our ongoing classes, workshops and youth summer camps spread the joy of art to all ages and ability levels. Community engagement is central to ASLD's mission and realized through partnerships with local organizations.

## **COMPENSATION & BENEFITS**

The compensation range for this position is \$24-27.50 hourly, depending on prior experience. ASLD's full-time employees qualify for a generous benefits package including: paid leave, employer-paid medical, dental and long-term disability insurance, as well as the opportunity to

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take courses at no cost. This is an in-person position with the opportunity to work one day a week remotely after the first 6 months of employment.

To apply, email a resume and cover letter describing your interest in the Communications & Development Coordinator position to [t.crisman@asld.org](mailto:t.crisman@asld.org). Please include "Your Name – Communications & Development Coordinator" in the subject line of the email. Applications will be reviewed on a rolling basis. Only potential candidates will be contacted; no phone calls, please. Position open until filled.

## **ORGANIZATIONAL COMMITMENT**

*ASLD is an equal-opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*