

Job Title: Redhouse Arts Center Development Coordinator

Redhouse Arts Center, Syracuse NY is a professional, not-for-profit theater serving the community by providing leading and inclusive experiences through its theater and educational programs. Redhouse seeks a Development Coordinator to provide professional support to its fundraising and development program. This position is part-time with the ability to expand to full-time to support the fundraising needs of the organization through prospect research and grant writing.

Working closely with the Executive Director, the position is responsible for maintaining prospect and donor information; conducting prospect, donor and grant research; and writing proposals and letters for grants. The position will maintain a grants calendar and monitor program activity in order to prepare reports and engage current funders.

The ideal candidate will have superior writing and communications skills, with an emphasis on writing proposals, as well as experience in prospect management and maintaining a grants database. The Development Coordinator will work in close partnership with program directors, senior management, finance staff and other members of the Development Team to gather information and conduct research on opportunities that will advance organizational priorities.

Responsibilities include, but are not limited to:

- Research prospects and donors, and provide reports to the Development Team to assist with fundraising and achieving revenue goals
- Work collaboratively with other departments to advance organizational priorities
- Maintain donor database and grants calendar
- Write proposals for grants
- Assist with the facilitation of the annual appeal
- Staff / support events as scheduled
- Other duties as assigned

Required Qualifications:

- Minimum three years experience working in a development office
- Bachelor's Degree preferred
- Superior verbal and written communication skills
- Proficient in MS Office, donor database, research tools
- Impeccable integrity and a strong work ethic
- Creative problem solving skills
- Attention to detail and be able to multi-task
- Strong organizational skills
- Excellent customer service and human relations skills
- Team player
- The ability to exercise good judgment and work independently
- Technically savvy

To apply, please submit your letter and resume via email to samara@theredhouse.org.