

UC-IMC DEVELOPMENT & OUTREACH COORDINATOR

GENERAL DESCRIPTION:

The UC-IMC Development & Outreach Coordinator is granted the authority to act upon behalf of the Board of Directors to fulfill the UC-IMC's mission and goals by overseeing and facilitating the development and outreach activities of the IMC consistent with policies and directives given by the Board of Directors. As part of a staff collective along with the Finance & Building Coordinator and the Venue and Media Training Coordinator, the Development & Outreach Coordinator will prioritize job responsibilities that generate income for the UC-IMC and ensure its financial viability.

QUALIFICATIONS:

- Understanding of and commitment to the IMC and social justice work
- Experience organizing volunteers and producing events
- Background and experience fundraising and writing grants strongly preferred
- Mature judgment, strong organization and communication skills
- Proficiency in office software including Excel, Word, databases, and web updating
- Ability to multi-task and work with a variety of people in a diverse environment
- Willingness to work flexible hours
- Ability to exude positive energy and team spirit
- Ability to work without close supervision

DUTIES AND RESPONSIBILITIES:

(* Indicates highest priority items)

- *Cultivate donations and grants*
 - *Produce regular donation appeals, materials, PSAs for radio, television, print, and online
 - *Pursue income from individuals, government, foundation, and for-profit sources
 - *Write grant reports and provide administrative oversight on grants
 - *Acknowledge donations
 - *Grow Community Shares contributions
 - Maintain grants calendar
 - Oversee the tracking of basic statistics on IMC usage (# of people, artists, children served)
 - Work with the board and fundraising committee to fundraise.
- *Grow Membership & Volunteers*
 - *Grow membership
 - *Maintain membership database
 - *Send annual reminders and follow-ups to all IMC members
 - *Ensure membership forms are always present and up to date through the IMC and online
 - *Maintain and upgrade membership, donations, and accomplishments parts of website
 - *Help connect people to volunteer opportunities at the IMC.
 - Propose membership benefits and policies to the board
 - Visit each working group annually to discuss membership and sign up new members.

- Ensure attendees of events at the IMC are aware of the IMC and membership opportunities.
- Coordinate volunteers to ensure participation in major outreach events (Boneyard, Sweetcorn, Quad Day, IMC events)
- *Grow event income*
 - *Produce regular fundraising events
 - Help publicize space
- *Grow organizational partnerships*
 - Produce fundraising events with other organizations
 - Grow downstate MAGNet chapter - build MAGNet and IMC organizational members
- *Miscellaneous*
 - *Produce and maintain an annual workplan with financial and organizational benchmarks and report progress on this to the staff and board.
 - Receive, record, and direct phone correspondence to appropriate persons during office hours.
 - Keep regular office hours and manage day-to-day issues as they arise.
 - Participate in weekly staff planning meetings.

SALARY AND BENEFITS:

\$14 an hour starting pay which will be raised to \$15 and then \$16 if fundraising benchmarks for each are achieved. 20 hours a week with the opportunity to expand hours as income goals are reached. Benefits: 10 paid National Holidays.

SUPERVISION AND EVALUATION:

The Development Coordinator will be evaluated at least annually by the Board of Directors.

NOTICE OF TERMINATION:

Notice of termination of employment by either party shall give a thirty-day notice.