



**NEIGHBORHOOD STUDIOS OF FAIRFIELD COUNTY (NSFC)
DEVELOPMENT COORDINATOR
JOB POSTING (June 2021)**

IMPACT: We want Bridgeport youth to find their voice and self-worth through the arts. Neighborhood Studios of Fairfield County transforms the lives of Bridgeport children/youth through arts education and empowers them to make a difference in their community.

This is an opportunity to join this impactful nonprofit that provides an inclusive, warm, and welcoming environment and enables students to reach their fullest potential through the power of the arts. Founded in 1978, NSFC believes that art education enhances cognitive and social development, thereby increasing the chances for success in all areas of learning. NSFC offers high quality art, music, theater, and dance instruction to children of all ages, regardless of ability, background, or finances.

We accomplish this by providing after school, Saturday, and summer programming, partnerships with schools and nonprofits, performance opportunities, and financial assistance.

ABOUT THE POSITION: The Development Coordinator (DC) is responsible for developing and implementing a fundraising program in partnership with the Executive Director (ED) to grow the organization's annual contribution revenue by 25%. Responsibilities include the identification, cultivation, solicitation, and stewardship among the Bridgeport business community, Fairfield County corporations, and major individual donors.

In addition, the DC will oversee the integrated marketing and social media effort to build community awareness as support to fundraising effort and enrollment. The DC will work with the board development committee to establish a recurring (subscription) giving, as well as a legacy gifts program and a program for younger, small donation donors.

The ideal candidate is passionate about the NSFC mission and its impact on the Bridgeport community, is enthusiastic to be an ambassador on its behalf, and has demonstrated experience in community centric fundraising practices. The DC works productively and collaboratively in an office and/or virtual environment with occasional in-person meetings with perspective donors. This new position will report directly to the NSFC ED and will build relationships with volunteer board members.

Because we are a small staff, we have an "all hands-on deck" philosophy. For big events like concerts, community events and the annual gala fundraiser, all staff pitch-in even though event tasks may fall outside the scope of one's normal job.

QUALIFICATIONS

- Heart and passion for the mission to see kids and their communities in Bridgeport CT transformed through the applications of critical mentor centric arts education.
- 3-5 years of development experience with a proven track record in cultivating major individual donors and corporate giving to generate substantial annual revenue.
- Excellent communication, persuasive writing, and speaking skills.
- Strong Networking, and Marketing (Storytelling) skills.
- Knowledge of Development best practices and marketing/social media/brand management preferred.
- Proficient use of word processing, spreadsheet, and presentation software.
- Familiarity with CRM and donor database technology preferred.
- Ability to create collaborative relationships with team members, partners, and volunteers across multiple external and internal organizational lines.

- Knowledge of social media trends preferred.
- Strong leadership and strategy skills.
- Personal qualities of integrity, warmth, and a sense of humor.
- Work ethic reflected in attitude, time, enthusiasm, dedication, character, energy, and wisdom. Leads by example. Walks the talk. Asks questions. Asks for help when needed.
- Strong budget and financial accountability and transparency.
- Genuine desire to connect with people and inspire donor confidence and trust in NSFC's life-changing mission, history, work, and community-building impact.
- Ability to remain flexible, be focused in a dynamic work environment, and prioritize deadlines and assignments effectively. Maximizes time investment.

OTHER QUALIFICATIONS

- You must be able to pass a criminal background check.
- As an equal opportunity employer, we welcome and encourage applications from people of all backgrounds.

Click here to see the [Job Description Development Coordinator](#)

Tentative Start Date: August 1, 2021
Neighborhood Studios of Fairfield County
Bridgeport, Connecticut