



## **Position Description: Development and Communications Associate**

Snow City Arts Snow City Arts (SCA) inspires and educates children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, theater, music, dance, and media arts to patients at Rush University Children’s Hospital, Ann & Robert H. Lurie Children’s Hospital of Chicago, Northwestern Medicine Central DuPage Hospital, and Children’s Hospital University of Illinois. SCA’s curricula in arts education are steeped in studio practices and benchmarked on state and national learning standards. Student workshops are assessed and documented in a customized database and an extensive portfolio archive. SCA works in close partnership with Chicago Public Schools and suburban school districts. With permission, student’s learning outcomes and portfolios are sent to their schools in order to generate credit assignment for work completed with SCA. The SCA team includes a professional staff of 6; an artistic staff of 10 part-time Teaching Artists (TA’s); and numerous interns and volunteers.

SCA is a small but dedicated, efficient, and creative organization with broad reach. As a small, yet mighty organization, our team values an “all hands on deck” approach balanced with a commitment to wellness. The ideal candidate maintains the ability to respond to shifting priorities with enthusiasm and integrate into a role that supports multiple aspects of events large and small, fundraising appeals, marketing campaigns, and operational sustainability. Snow City Arts is committed to generating a work environment that centers on learning, equity, and inclusivity. A cohort member of Enrich Chicago, SCA is committed to advancing systemic change in the arts and is building a vision and framework for anti-racist work across the organization.

### **Position Summary:**

The Development and Communications Associate reports to the Director of Development and works with the Executive Director, the Board of Directors, and the Auxiliary Board. The Development and Communications Associate leads the production and execution of special events, supports the Auxiliary Board and their fundraising efforts, ensures the processing of gifts and acknowledgment letters, manages marketing and communication projects, recruits and supervises interns, and supports other office-related administrative tasks. The position requires an excellent understanding of event management, database management, excellent written and verbal communication skills, strong judgement and ethics, strong multi-tasking and organizational skills, and ability to solve problems.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **SPECIAL EVENTS**

- Produce and execute Gallery Night, Snow City Arts’ annual gala
- Coordinate annual Governing Board House Parties in partnership with the Director of Development
- Support Auxiliary Board events
- Manage event volunteers

### **DEVELOPMENT**

- Manage Auxiliary Board operations
- Process incoming contributed revenue
- Maintain advancement data in donor-related and other databases
- Execute annual fund campaigns
- Oversee the gift acknowledgement letter process
- Produce and analyze reports as directed
- Support institutional fundraising and grant writing efforts as directed

- Maintain departmental processes and evolve new systems as directed
- Represent Snow City Arts at outside events

### **MARKETING & EXTERNAL RELATIONS**

- Facilitate various brand-conscious marketing campaigns and strategies
- Manage and create content for Snow City Arts' social media platforms, website, e-newsletter, and blog
- Create and update marketing materials in conjunction with graphic designers as needed
- Manage one-time and event artwork sales
- Work with the Program and curatorial teams to promote external facing events

### **ADMINISTRATION**

- Attend Governing Board and committee meetings as requested to record and distribute meeting minutes
- Recruit, interview, train, and manage interns in partnership with Administrative Assistant/Research Specialist
- Ensure security and confidentiality of donor and HIPAA-related data
- Support office administrative activities as necessary

### **The Qualified Candidate**

The ideal candidate employs an asset-based approach to problem solving and is able to work both independently and as part of a cohesive team. Key skill sets include: strong organization and planning skills; ability to respond to shifting priorities; ability to support multiple aspects of organizational development and operational sustainability; excellent attention to detail; capacity to build internal and external relationships; aptitude in working closely with people from various artistic and administrative backgrounds; strong verbal communication and writing skills with the ability to adjust communication style to accommodate multiple audiences; producing data reports and data organizing. The candidate will be able to manage events from conception through completion and have a sophisticated understanding of marketing standards.

### **Priority Skills and Experience**

- Two or more years of event planning and nonprofit administration experience
- Demonstrates a commitment to supporting a culture of collaboration, cooperation, and accountability
- Strong interest in non-profit administration, arts in health and/or arts education practices and procedures
- Exceptional data management and computer skills including Microsoft, google, and Adobe Creative Suites as well as donor database experience such as Salesforce, Raiser Edge, Giftworks, etc
- Inquiry-based orientation to problem solving and gathering information
- Active listener with the ability to synthesize information and translate into action plans
- Committed to developing an anti-oppressive work environment
- Ability to navigate tense or challenging interpersonal dynamics in a manner that is centered on trust, respect and shared vision
- Demonstrates a commitment to continue to grow their critical analysis of anti-racist frameworks and practices.
- Access to reliable transportation that allows for commuting to meetings throughout Chicago and western suburbs, as well as ability to transport artwork and supplies up to 50lbs.
- Maintain standard office hours and attend evening, weekend, and early morning functions as required.



### **Compensation and Benefits**

This is a full-time, exempt position with some evening and weekend work required. The salary for this role is \$35,000-\$42,000 annually. Snow City Arts offers health insurance (HMO and PPO options) with Snow City Arts covering \$5,000 of the insurance package annually (all or the majority of the cost depending upon the chosen plan). There are 26 paid days off annually split among vacation, sick, and holidays and we offer a flexible work environment. Employee retirement account with up to a 3% match from Snow City Arts.

*Interested candidates should send a cover letter, resume, and a short (no more than three pages) writing to [employment@snowcityarts.org](mailto:employment@snowcityarts.org). The position will remain open until filled.*

### **Background Check and Health Records**

A criminal background will not automatically eliminate you from consideration though a criminal history background check will be conducted on the final candidates prior to beginning employment. A variety of documentation (typically related to vaccines and annual tests, which are paid for by Snow City Arts) is required to meet the health documentation requirements of our hospital partners.

*Snow City Arts is an equal opportunity employer. Snow City Arts is committed to building a culturally diverse and pluralistic team. ALAANA-identified individuals, trans and gender nonconforming people, people from poor and working-class backgrounds and individuals with disabilities are encouraged to apply.*