



JOB DESCRIPTION: ADMINISTRATION AND DEVELOPMENT MANAGER - FULL TIME

BRONX COUNCIL ON THE ARTS

A pioneering advocate for cultural equity, the Bronx Council on the Arts (BCA) nurtures the development of a diverse array of artists and arts organizations, building strong cultural connections in and beyond The Bronx. BCA serves a constituency of some 1.4 million residents, 1,500 artists and 250 arts and community-based organizations with cultural services and arts programs, including grants, workshops, arts advocacy, online resources, and cutting-edge exhibitions.

THE POSITION:

Reporting to the Executive Director, the Administration and Development Manager (ODM) will be responsible for keeping the office and staff functioning properly, overseeing the work of the Facility's Manager, serving as liaison with the Board of Directors, and helping identify, secure, and engage funders. The ideal candidate will be highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic, and growing arts organization.

Essential Duties and Responsibilities

Administration:

- Work with off-site financial and payroll services on matters related to human resources, audit, revenue, and expenses.
- Coordinate all communications and logistics related to the Board of Directors, Board committees, and Longwood Art Gallery Advisory Committee.
- Maintain Board and Advisory Committee records.
- Manage office resources, including vendors, technology, and supplies.
- Coordinate the details related to the recruitment of staff and interns.
- Support the administrative needs of the Executive Director, including managing Executive Director's calendar and correspondence, screening phone calls, filing, etc.
- Oversee the work of the Facility's Manager and support the Executive Director with facility management tasks.
- Ad hoc projects determined by the Executive Director.

Bronx Council on the Arts

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Development

- Work with Fundraising Consultant and Executive Director in identifying and researching potential funding sources.
- Support the Executive Director in fundraising, including setting donor meetings.
- Prepare packets, background materials, and research to present to funders.
- Draft grant proposals, reports, and correspondence for funders and be responsible for timely submission.
- Maintain Grants Calendar and donor files.
- Track donor and member data, including donations and updates to contact information on Salesforce database.
- Support the organization's efforts to develop a robust membership program.
- Engage donors, members, and sponsors throughout the year through events and communications.
- Donor and membership tracking on Salesforce database.

Position Requirement and Skills

- 3 years of experience performing similar functions as required for this position (fundraising and administration).
- Strong problem solving, planning and organizational skills, and the ability to handle several duties simultaneously is a must.
- Knowledge of arts administration preferred.
- Impeccable verbal and written communication skills.
- Knowledge of Salesforce required.
- Avid learner, willing to undertake new and exciting responsibilities.
- Detail oriented, self-sufficient and proactive.
- Proficient with MS Office Suite (Word, Outlook, Excel, PowerPoint) and other platforms.
- Comfort in a fast-paced, growing organization.
- Dependable and reliable. Ability to work independently and as part of a team.
- Ability to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.

Educational Requirements

- Bachelor's degree or equivalent

Compensation: Commensurate with experience

Please send a cover letter with salary expectations, and resume to: bronxarts@bronxarts.org - with subject line:

"Administration and Development Manager". No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state, or local law.

Closing Date: Position open until filled.