

About Arts for Learning Virginia

Arts for Learning Virginia is the premier provider of arts-in-education programming throughout the state. The organization delivers in-person and virtual arts performances, workshops, and residencies for students, as well as arts-integrated professional development for educators and parents—all aligned with Virginia’s Standards of Learning. Dedicated to fostering creativity, enhancing academic and social-emotional skills, and ensuring equitable access to the arts, Arts for Learning Virginia strives to serve all children.

Position Overview

The **Fundraising and Donor Relationships Coordinator** is responsible for managing donor stewardship, assisting with fundraising campaigns and events, and supporting the organization’s overall development goals. This role requires an energetic, detail-oriented, and collaborative individual passionate about advancing arts education through philanthropic partnerships. The position will report to the Chief Executive Officer.

Key Responsibilities

- **Donor Stewardship & Cultivation:** Build and maintain meaningful relationships with donors and supporters by coordinating and implementing recognition strategies to ensure timely acknowledgment while conducting research to identify new opportunities for cultivation.
- **Fundraising Campaigns & Appeals:** Assist in the planning and execution of annual giving campaigns—including direct mail, email appeals, and online giving initiatives—by developing compelling fundraising materials in collaboration with the marketing team.
- **Grants Management:** Organize the full lifecycle of grant activities, including researching potential funding opportunities, assisting in writing compelling proposals/final reports, coordinating application submissions, ensuring compliance with grant requirements, managing reporting processes, and maintaining accurate records to support organizational goals and donor stewardship.
- **Event Support:** Support the planning and implementation of fundraising events by managing logistics, sponsorship outreach, and attendee engagement, while coordinating donor-focused activities to enhance stewardship and recognition.
- **Data Management & Reporting:** Manage and maintain donor data in the CRM system to ensure accuracy and confidentiality, generate and analyze donor reports to identify trends and opportunities, and track campaign performance with regular updates to the leadership team.

Additional Responsibilities

- **Active Participation:** Engage in and/or lead all necessary meetings and/or team meetings, providing updates and insights that inform strategic decisions.
- **Marketing and Communications:** Design and deliver engaging newsletters, impactful social media content, and visually compelling marketing assets to effectively communicate the organization’s mission, programs, and events, driving audience engagement and support.
- **Special Events:** Support planning, development, and execution of major annual events, embodying and promoting A4L’s culture and values through active participation and leadership.
- **Core Values Advocacy:** Champion A4L’s mission and core values in all professional endeavors, inspiring a culture of access, belonging, inclusion, diversity, and equity (ABIDE).
- **Network Collaboration:** Exchange ideas with colleagues in the nationwide Young Audiences’ and Wolf Trap networks and beyond.

Requirements

- Bachelor's degree or equivalent experience in fundraising, nonprofit management, communications, or a related field. Nonprofit/arts experience a plus.
- 2+ years' experience in fundraising, donor relations, or related fields. Local (Hampton Roads/Coastal Virginia) preferred.
- Strong interpersonal and communication skills, with the ability to build relationships with a diverse group of stakeholders.
- Familiarity in donor management software (Bonterra) preferred.
- Proficiency Microsoft Office Suite (Excel, Word, Outlook).
- Exceptional communication skills (verbal, written, and listening) combined with strong attention to detail and organizational abilities.
- Proactive, flexible, and initiative-driven, with strong problem-solving abilities and a commitment to managing processes, deadlines, and budgets in adherence to organizational policies.
- Demonstrated commitment to A4L's mission, vision, values, and organization's success, with the ability to maintain confidentiality and handle sensitive information with discretion.

Physical Demands and Work Hours

This position primarily involves sedentary work, but does require the ability to sit, stand, walk, stoop, and bend intermittently, occasionally lift and carry objects up to 50 pounds, and frequently use a computer. While many responsibilities can be completed remotely, the role also necessitates in-person participation in some daytime, evening, and weekend meetings, with the requirement to provide personal transportation. Schedule flexibility is essential to meet organizational needs and project deadlines.

Compensation and Benefits

The non-exempt position offers an annual salary starting range of \$31,200-\$37,440, along with a comprehensive benefits package that includes paid time off, health and life insurance, and the opportunity to contribute to a 403(b) retirement plan.

How to Apply

This position is open until filled. To apply, please send a resume with a cover letter, to us by email (info[at]arts4learningVA.org). Subject line should include "Application – Fundraising and Donor Relationships Coordinator." Resume reviews will begin immediately. A successful background check will be required prior to the start date.

Equal Opportunity Employer

A4L-VA is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, socioeconomic status, gender expression, sexual orientation, age, culture, religious beliefs, ethnicity, or disability status.

Black, Indigenous, and People of Color (BIPOC) and LGBTQIA+ candidates are strongly encouraged to apply.

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