

AEMS: Arts Education in Maryland Schools Alliance Development Coordinator Job Description

Under the direction of AEMS Executive Director, the Development Coordinator implements and develops fundraising strategies to increase donations and grants to the organization.

AEMS Vision: All Maryland public school students have equitable access to arts education so that they can learn and achieve in and through dance, media arts, music, theatre, and visual arts.

In response to growing concern about the diminishing quality of and equity of access to arts education in Maryland's public schools, the Maryland State Arts Council, in partnership with the Maryland State Department of Education, formed the Arts Education in Maryland Schools (AEMS) Alliance in June 1992. To expand the scope of its activities, AEMS was incorporated as a 501(c)(3) Maryland non-profit organization in November 1997.

With an operating budget of \$400-\$550K AEMS facilitates improving the quality of, and access to, arts education for all Maryland public school students through an array of interrelated strategies including supporting arts education policy and advocacy efforts, developing partnerships with schools and school systems, disseminating information, convening the fields of arts and education, organizing focused task forces, offering professional development for teachers and artists, providing technical assistance through research and evaluation tools, and hosting recognition programs.

Summary

The development coordinator is responsible for executing AEMS' development including planning, organizing and directing fundraising, grant proposals, annual appeals, special events and capital campaigns.

Responsibilities

Direct development, fundraising, and committee responsibilities:

- Retain and increase corporate and foundation grants annually
- Research sources and request funding
- Author appeal letters, grant requests and grant reports
- Support the writing of the organization's case statement and annual report
- Execute the organization's online annual appeal
- Direct annual appeal, research prospects, initiate asks and stewardship meetings between donors and board members
- Brief board and committees on development and fundraising activities
- Accompany board members on face-to-face gift requests

Support development, programming, and operational activities:

- Perform public speaking engagements on behalf of the organization
- Edit materials for publications, brochures, press releases, and office manuals
- Host site-visits, public appearances, and special events on behalf of the Executive Director
- Recruit, organize, and supervise volunteers

Qualifications

Bachelor's degree and a background or interest in the arts and/or education
Excellent management, written and oral communication skills
Experience in fundraising and knowledge of grant research and writing
Skill with Microsoft Office suite (primarily Word and Excel), eTapestry and Salesforce applications
Reliable transportation
Development knowledge of Baltimore Metro and Maryland region preferred

**Salary range is \$38-40K annually, based on qualifications.
Please e-mail resume and cover letter to Lori Snyder at lsnyder@aems-edu.org.**