

Friday, January 27, 2012

## Center for Architecture Foundation - Operations & Development Coordinator

Interested candidates should send a thoughtful cover letter describing why they are interested in CFAF and the position along with resume to: Ms. Jaime Endreny, [jendreny@cfafoundation.org](mailto:jendreny@cfafoundation.org). Please indicate aOperations and Development Coordinatora in t

### Description:

The Operations and Development Coordinator will be primarily responsible for supporting the Center for Architecture Foundation's administrative operations and fundraising efforts. The Coordinator will report directly to the Executive Director and have regular interaction with the other members of the Foundation's staff, Board of Directors, and AIANY Chapter colleagues.

### Primary Responsibilities:

Assist Executive Director in all areas of administration and development Assist with Board management: coordinate calendar and schedule, prepare all documents and resources for meetings, send meeting reminders, order catering, take and distribute meeting minutes, schedule and track board engagement in programsProvide fundraising support: generate thank you letters for all donations, work with ED to identify areas in need of sponsorship and fundraising, coordinate corporate sponsorships, assist with grant writing and follow up as needed, communicate regularly with AIANY staff on all fundraising efforts related to the CenterPlay a major role in planning annual fundraising events and other fundraising initiatives: prepare and send invitations, manage schedule, track RSVPs and income, produce acknowledgements, manage event logistics, oversee event interns/volunteers General office management including database management, equipment maintenance and repairs, drafting correspondence and reports, maintaining records and files, managing supply inventory, calendar, files, scheduling, etc. and managing volunteers and interns Support other staff with marketing, communications, and program related administration as needed Attend networking and community events on the Foundation's behalf Perform some bookkeeping responsibilities when necessaryOther tasks as deemed appropriate by the Executive Director

### Qualifications:

This is a great opportunity for someone interested in arts education and fundraising. CFAF is a small staff where collaboration, flexibility and teamwork are essential. The right candidate will have:

At least 1-2 years of work experience in a professional office settingStrong interest in CFAF's missionExperience in fundraising and event planning for nonprofit organizationKnowledge/interest in architecture, design, education or art historyProfessional and friendly mannerAbility to take initiative and work both independently and collaborativelyProactive nature with strong problem solving skills and a strong attention to detailExcellent verbal and written communication skillsFlexibility and willingness to learnExperience with database managementAbility to multi-task and work efficiently in a fast-paced environmentComputer skills that include MS Office; Salesforce; knowledge of Filemaker Pro, Quickbooks, Photoshop, InDesign and graphic design or video editing a plus  
This is a full-time position. Occasional weekends and evenings required.

Salary: \$35K with generous benefits

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