

Wednesday, July 4, 2018

## Associate Consultant

Company: Benvenuti Arts  
Compensation: Negotiable

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Benvenuti Arts is seeking a part-time Associate Consultant, based in New York City, to join our team. Reporting to Founder and Lead Consultant, Sarah Benvenuti, this position will coordinate client communication, work on individual client projects, and, eventually, manage their own client portfolio.

Specific responsibilities will include:

- Research;
- Grant writing;
- Creation of fundraising and administrative plans;
- Scheduling and coordination of client calendars;
- Meeting directly with clients;
- Coordinating with the Benvenuti Arts Grant Writer;
- Assisting the Lead Consultant as needed;
- Other needs as they arise.

At Benvenuti Arts, it's important that our consultants approach each client relationship individually, finding solutions for them that fit their unique needs and situation. In working with small and mighty organizations, we seek to find creative opportunities that make the most of their limited time and resources. Therefore, our Associate Consultant must be inquisitive, creative, flexible, and show great initiative.

While we are open to a variety of different backgrounds, an ideal candidate would have:

- 1 to 3 years experience working in an arts organization in some capacity;
- Experience with fundraising and grant writing;
- An ability to work independently; and
- A passion for small, performing arts organizations.

While this position is part-time, we hope to grow to full time in the coming years. We're excited to bring someone on board who will grow with the organization and are looking for a candidate who is excited to build a position around their skills in a small and growing consulting firm. The position would begin with a flexible 12-16 hours/week. Salary is negotiable.

Interested candidates should send a cover letter, resume, and fundraising-focused writing sample (grant, individual campaign letter, etc.) to [info@benvenutiarts.com](mailto:info@benvenutiarts.com).

### ABOUT BENVENUTI ARTS

Benvenuti Arts works with arts-based nonprofits across the country to bolster their operations, grow their fundraising efforts, and lay the groundwork for a bright and sustainable future. Our services include grant writing and management, fundraising and administrative planning, event coordination, and short and long-term consulting partnerships. While our clients represent a diverse group of arts organizations, most are small performing arts nonprofits with budgets of \$250,000 or less.

Benvenuti Arts  
[www.benvenutiarts.com](http://www.benvenutiarts.com)

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