

Wednesday, April 20, 2022

Development Coordinator

Company: United States Artists

Compensation: \$55,000-\$65,000/annual + full benefits

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[United States Artists](#) (USA) is a national, nonprofit arts organization that provides unrestricted money to individual artists working across all disciplines in rural, suburban, Tribal, and urban communities. To date, we have awarded more than 750 artists with over \$36 million of direct support. With this unrestricted award, recipients decide for themselves how to best use the money—whether it is creating new work, paying rent, reducing debt, getting healthcare, or supporting their families.

We work with artists, donors, and other colleagues from all abilities, ages, art practices, ethnicities, genders, geographies, races, and socioeconomic statuses. We strive to have our 18-person staff represent as much of that spectrum as possible.

USA is seeking to hire TWO development coordinators to join its fundraising team, which raises \$4 million each year from a combination of foundations, our board of directors, other individuals, government sources, and corporations.

These development coordinators will work closely with the development director on all aspects of fundraising, with one position focused more on donor events, the major gift program, donor communications materials, and operations; and one position focused more on institutional giving, gift processing and acknowledgment, and prospect research.

Complete job descriptions are available at:

<https://www.unitedstatesartists.org/connect/#opportunities>

These include key duties and responsibilities. While experience with those is preferred, candidates may also simply demonstrate their ability to grow into them.

To apply, please submit a cover letter and resume to jobs@unitedstatesartists.org. Please put Development Coordinator: "[your name] + [position role]" to specify whether you're applying to the "Donor Relations" or "Institutional Giving" role in the subject line.

Candidates will be considered on a rolling basis, and the positions will remain open until filled. [Originally posted 04/19/2022, updated 4/20/2022]

United States Artists
www.UnitedStatesArtists.org

For more information:
Jamie Bennett
jobs@unitedstatesartists.org

[< back](#)

[previous listing](#) • [next listing](#)