



Position Announcement: Marketing and Development Coordinator

About Us

Archie Bray Foundation for the Ceramic Arts, located in Helena, Montana, has been actively supporting the artistic pursuit of ceramics for more than 70 years through a variety of programs. These range from Artist Residencies to Galleries & Exhibitions to Community Education & Engagement to a fully stocked ceramic store - The Clay Business. The Bray believes that quality in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity, and life experiences, all lead to artists' ability to create thought-provoking and vital work. When we share and embrace our unique perspectives and experiences, we enhance the quality of each other's work.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy-making to ensure equal access to opportunities and resources. The Bray has begun to implement a series of steps that will fulfill our commitments to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. We continue to engage in a dynamic strategic planning process that regularly reviews and improves the action steps taken and works to include those communities that have historically lacked access to participation in the arts.

Summary of Responsibilities

The **Marketing and Development Coordinator** is a new position designed to help the Bray expand its reach and increase our impact. This position plays a key role in the cultivation and stewardship of Bray supporters and serves as a representative for the Bray in the greater community. Reporting to the Communications Manager, the position's primary responsibility will be to support the Communications and Marketing staff with digital and print marketing across every department of the Bray. In addition, this position will provide support to Development staff including updating our database, assisting with small tours and gatherings, annual fundraising events, mailings, and membership benefits.

Hours

- 40 hours per week; occasional weekend days or evenings
- Monday through Friday, 9 am - 5 pm
- May work occasional nights and weekends depending on events
- On-site position on the Bray's main campus in Helena, Montana

Compensation and Benefits

- \$20/hour
- This is a permanent, full-time, hourly, non-exempt position
- Fun co-workers, a dynamic environment, and a world-class mission
- Health, vision, and dental benefits according to Employee Manual
- Paid Time Off according to Employee Manual
- Paid Winter Break in late December
- Other benefits as described by Bray policies

Specific Roles and Responsibilities

Marketing

- Implement marketing campaigns to promote the organization's programs and initiatives
- Assist in developing marketing materials, including brochures, newsletters, and social media content
- Collaborate with other staff members to ensure alignment of marketing and development efforts
- Track and analyze marketing and fundraising data to measure effectiveness and identify areas for improvement
- Other duties as assigned

Development Support

- Assist with database management, including data entry, report generation, and record accuracy
- Assist with coordinating, producing, and mailing spring and fall appeal letters
- Track and fulfill membership benefits, including coordinating the delivery of Friends of the Bray cups in November
- Receives, records, and organizes donated assets such as artwork and in-kind gifts
- Other duties as assigned

Auction and Event Support

- Assist with the annual events and Benefit Auction
- Assist with monthly donor stewardship events, including coordinating catering & guest lists
- Other duties as assigned

QUALIFICATIONS

Required:

- Excellent written and verbal communication skills
- Proven ability to work independently, proactively, and collaboratively
- Proficiency in Windows, Microsoft Office, including Word and Excel
- Strong interpersonal and customer service skills and the ability to build and cultivate relationships
- Experience managing a varied workload; able to set priorities, meet deadlines, and organize and facilitate multiple projects

Preferred:

- 2-3 years of marketing, development, or administrative experience
- Experience with fundraising events and auctions
- Database experience, Salesforce experience

To Apply

Please visit our employment portal at <https://archiebray.slideroom.com/#/permalink/program/77979>

Questions may be emailed to Amanda Wilkey at amanda@archiebray.org

Applications will be reviewed beginning April 15, 2024. No phone calls, please. Position open until filled.