

	<p style="text-align: center;">Executive & Development Associate</p> <p style="text-align: center;">POSITION DESCRIPTION: October 2017</p>
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MISSION:

CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.

CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. Our studio theater hosts over 300 public events each year, ranging from dance, theater and music performances to political discussions and film screenings. For more information about CounterPulse, please visit www.counterpulse.org.

ABOUT YOU:

You're enthusiastic about the arts and enjoy interacting with a diverse public. You've had some experience working in an office or at a non-profit and you're ready to boost your knowledge of nonprofit arts administration at large by working closely with a senior staff person as a mentor. As a detail-oriented, task master you can't help but build timelines and checklists. With ease you balance multiple project threads and timelines. You are confident navigating and organizing your work with web apps like Google Drive and your calendar is always water tight. You're fueled by challenge and thrive in juggling priorities. Building and maintaining relationships with all walks of people comes naturally to you. You're a warm host and probably a good salesperson too.

The Executive and Development Associate (EDA) works directly in support of and in partnership with the Artistic & Executive Director on advancing the development and fundraising goals that support the intended impacts of the organization as delineated in the strategic plan. The EDA ensures CounterPulse's capital campaign, individual donor, special event, and grant strategies are efficient and effective to achieve the organization's fundraising targets. The Executive and Development Associate reports to the Artistic and Executive Director (AED).

SCOPE AND NATURE OF WORK:

DEVELOPMENT & GRANTS MANAGEMENT

- Maintain and manage the CounterPulse grants calendar, prospects list, and grant narrative templates
- In collaboration with the development team lead the preparation and submission of grant proposals and reports.
- Maintain hard and electronic copies of grant files/history/databases/receivables, and other files as necessary
- Facilitate the collection of data for CounterPulse's annual profiles
- Support administrative duties in the solicitation of sponsors and management of silent auctions.
- Support the AED in individual donor and major donor moves management
- Partner with AED to design and host donor acknowledgment events
- Handle receipts for all individual donations and issue thank you letters to donors
- Administer PatronManager Salesforce database for donor tracking

CAPITAL CAMPAIGN

- Support the AED in all aspects of the capital campaign. Assisting in and tracking the cultivation of relationships with current and potential grant-giving organizations and individuals. Support in all solicitations of capital gifts, donations, and capital grants.
- Collaborate on public relations and campaign communication strategies with staff
- Manage ongoing campaign logistics (raised-to-date, donor crediting, stakeholder communications and reporting)
- Research new and existing funding sources, with a focus on individuals and corporations

PROGRAM & ADMINISTRATIVE

- Support the relationship management and engagement with artists and stakeholders
- Participate in curatorial processes through scouting, proposal review and selection
- Support the AED in calendaring and documenting key meetings
- Attend meetings with stakeholders as a representative the organization
- Participate in weekly staff and department meetings, seasonal planning meetings, potlucks, karaoke and board meetings.
- Participate in collectively shared facility upkeep tasks and office duties.
- Execute other duties as assigned.

QUALIFICATIONS:

- Contagious passion for the performing arts, and a belief in art's ability to transform communities, neighborhoods and society. General knowledge of Bay Area performing arts is a plus.
- Excellent written and verbal communication skills; ability to communicate clearly and respectfully with a diverse public in person, over the phone, and via email.
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details.

- Experience managing data on Google Sheets or Excel.
- Experience with CRM database, Patron Manager/Salesforce preferred
- Fluent in English; conversational skills in other languages a plus (Spanish and Chinese preferred), but not required.
- Desire to document/interface with performing arts events and communities.
- Valid CA Drivers' License preferred, but not required.

WORKING AT COUNTERPULSE:

Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will also have the opportunity to participate in selecting artists and envisioning our programming. We value the flexibility and perks of working at a small arts organization, and we think you will too. Here are the details:

- Half-time salary, \$25,000 per year.
- A typical workweek will include office hours on Monday, Wednesday-Friday daytime, evening events as scheduled, and checking email daily. Remote work occasionally possible and encouraged.
- 50% Health and Dental Benefits
- Commuter Check available, pre-tax
- Free admission to events at CounterPulse and other Bay Area theaters
- 5 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking and professional development opportunities

TO APPLY:

- Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- Attach your resume.
- Email these items to openings@counterpulse.org with subject line: "Executive & Development Associate" ATTN: Julie Phelps. *Incomplete applications will not be accepted.*

EQUAL OPPORTUNITY EMPLOYER

CounterPulse fosters a creative and professional environment that reflects the diversity of San Francisco. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.

Applications accepted on a rolling basis. Please submit by October 27th.