



Development & Communications Associate

Position Description, July 2023

ABOUT COUNTERPULSE:

CounterPulse is a dynamic movement of experimental art that sparks personal transformation and builds enduring 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, and 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. We host over 300 public events each year, ranging from dance, theater and music performances to gallery openings and film screenings. For more information about CounterPulse, please visit www.counterpulse.org.

ABOUT YOU AND THIS POSITION:

You're enthusiastic about the arts and eager to learn about supporting artistic communities. You are a creative and innovative thinker who is always looking to try new things and meet new people. You respond to every email, you're a whiz with a spreadsheet, you can quickly learn new technology, and you have a knack for creative problem solving.

The Development & Communications Associate (DCA) leverages the story of CounterPulse to our public through creative outreach and engagement strategies. You will be supporting our annual fundraisers, doing outreach to new audiences, compiling engagement metrics, copy editing grant applications and promotional materials, and supporting online content creation.

The Development & Communications Associate reports to the Associate Director of Community Engagement and collaborates with members of CounterPulse's Development & Communications cohorts. All positions at CounterPulse include the necessary auxiliary tasks that come with working in a small team including weekly opening and closing duties, occasionally House Managing at public events, facilities projects, participation in staff retreats and activities, and more.

DETAILS:

This is a 1-year position lasting from August 2023 through July 2024 with possibility for extension. This position is part-time, non-exempt, 25 hours/week at \$25/hr.

MAJOR RESPONSIBILITIES:

DEVELOPMENT ADMINISTRATION & SPECIAL EVENTS

- Support administration of the annual Grant Calendar, grant proposal checklists, narratives, and reports to government agencies, foundations, corporations, and the CounterPulse Board of Directors
- Generate and circulate select grant proposal and report checklists and budgets in alignment with Grant Calendar deadlines
- Support administration for annual fundraising initiatives including the membership drive, Annual Appeal, and special fundraising events
- Support Patron Manager database upkeep; input and track incoming donations and grants; input staff, board, and partner demographics, generate reports, manage donation contact qualification

OUTREACH & ENGAGEMENT

- Support social media and email promotion for all CounterPulse Productions, Special Events, Fundraising, and Neighborhood Arts engagement programming
- Collect metrics on audience and artist engagement including monthly communications analytics
- Generate creative content and support distribution of print and digital materials
- Assist in the maintenance and upkeep of www.counterpulse.org

GENERAL

- Participate in weekly staff meetings, seasonal planning meetings, and the Development/Communications cohort
- Participate in collectively-shared facility upkeep tasks and office duties
- Represent CounterPulse and its innovative practices to the larger community at select meetings, conferences, and events

QUALIFICATIONS:

- Contagious passion for the performing arts and social justice, and a belief in art's ability to transform communities. General knowledge of Bay Area performing arts is a plus
- Experience with Google Suite, Wordpress, Instagram; experience with Mailchimp, Adobe Suite, and Salesforce a plus
- Excellent written and verbal communication skills; ability to communicate clearly and respectfully with a diverse public in person, over the phone, on Zoom, and via email
- Creative copy writing skills
- An eye for detail when reviewing text and visual design
- Experience with administrative projects, involving multiple team members and complex timelines
- Ability to work gracefully under pressure while attending to multiple responsibilities and intricate details. Desire and ability to work collaboratively, maintaining a sense of humor and openness to unexpected situations
- Fluent in English; conversational skills in other languages are a plus, but not required

WORKING AT COUNTERPULSE:

Joining the CounterPulse team means joining a group of incredibly diverse and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- Part-time hourly position, 25 hours/week, \$25/hr
 - 5 hours/day, Monday through Friday, hybrid on-site and remote
- 1-year position: August 2023 - July 2024 with opportunity for extension
- General office hours are Mondays-Fridays 10am-6pm. CounterPulse staff have a hybrid work schedule that includes onsite and remote work. This position is required to be onsite 2 days a week. This position does include some evening/weekend time for fulfillment of special events and community engagement responsibilities. As such, exact office hours are negotiated week to week.
- 100% Health and Dental benefits; eligibility begins 30 days following the date of hire and the insurance becomes effective on the 1st of the following month
- Generous holiday, vacation & sick leave policy
 - Year 1 benefits can be used beginning 90 days after hire to allow time for cross-training, though they accrue from day 1
 - 12 Paid Holidays, a Paid Birthday, and a Personal Wellness Day
 - **Paid Leave:** Sick Leave, Pregnancy and Parental Leave
 - **Unpaid Leave:** Disability Leave, School-Aged Children Leave, Pre-approved unpaid leave for personal pursuits
- Pre-tax Clipper Card benefits; Free admission to events at CounterPulse and other Bay Area theaters; 10 hours/month free rehearsal space
- Ongoing training, networking and professional development opportunities

TO APPLY:

- I. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- II. Attach your resume.
- III. Email these items to openings@counterpulse.org with the subject line: "Development & Communications Associate Application"

Incomplete applications will not be accepted.

Position open until filled. Apply by August 6 for priority review.

EQUAL OPPORTUNITY EMPLOYER

CounterPulse fosters a creative and professional environment that reflects the diversity of the Bay Area. 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, and political affiliation.