



**MCBA**

**MINNESOTA  
CENTER FOR  
BOOK ARTS**

## **We're Hiring!**

*Position Opening: Development & Events Associate*

*Deadline to Apply: Wednesday, August 31, 2022 11:59pm CT*





**Position:** Development & Events Associate  
**City:** Minneapolis, MN  
**Type:** Full Time (40 hours per week)  
**Benefits:** Paid holidays, vacation, sick time; 401(k) plan; medical and dental insurance, studio access, and workshop and retail discounts  
**Salary:** \$36,000–\$38,000  
**Reports to:** Development Director  
**Website:** <http://www.mnbookarts.org/employment/>  
**Deadline:** Wednesday, August 31, 2022, 11:59pm CST

### **ORGANIZATION SUMMARY**

The mission of Minnesota Center for Book Arts (MCBA) is to ignite artistic practice, inspire learning, and foster diverse creative communities through the book arts. Since its founding in 1983, MCBA has been a leader in preserving and revitalizing letterpress printing, bookbinding, and hand papermaking on local and international levels, and expanding access to these disciplines to diverse audiences.

Located in the Open Book building in downtown Minneapolis, MCBA is the largest nonprofit center of its kind, providing over 12,000 square feet of studios, classrooms, and professional gallery space to the public. MCBA offers youth and adult workshops, affordable studio access, exhibitions, artist consignment, residencies, fellowships, and special events that honor the myriad artistic and cultural traditions of the book. Equity is at the forefront of our 2020-2024 strategic framework as we advance strategies to ensure greater diversity and inclusion across our organization and throughout the field.

### **POSITION SUMMARY**

The Development & Events Associate works with staff leadership and the Board of Directors to implement a comprehensive development program to build and strengthen MCBA's membership and individual giving programs. This position coordinates MCBA's individual giving and membership programs, provides coordination for special events, and maintains the member and donor database to support MCBA's ongoing growth and strategic initiatives.

## **JOB RESPONSIBILITIES**

### **Development and Fundraising Initiatives (50%)**

#### *Membership, Individual Giving & Annual Fund*

- Coordinate and manage individual giving and membership programs, including preparation of all mailings, list generation, data entry, gift acknowledgements, matching gift requests, and overseeing the membership benefits program.
- Establish, maintain, and enhance positive relationships with members and donors through personal contact, excellent customer service, and effective administration.
- Help identify new sources of individual and institutional support, and conduct research on prospective donors.
- Run & analyze reports regarding membership and donor participation and trends, including tracking fiscal-year goals.

#### *Other Development Support*

- Work with staff and Board of Directors to implement and assess annual fundraising plans
- Research and provide administrative support for corporate, foundation, and government grant proposals, supporting materials, and reports.
- Coordinate sponsorship details to ensure that timelines and sponsor benefits are met.
- Support Marketing & Communications Manager in developing fundraising content for print, web, and social media.
- Provide general support for staff leadership and the Board of Directors' fundraising and stewardship activities.
- Help promote and deepen a culture of philanthropy throughout the organization, especially by establishing relationships with members and encouraging their engagement as donors.
- Represent membership & development at key MCBA events and outreach activities.

### **Data Management (25%)**

- Manage Development, Membership, and Special Events transactions and activities in Altru CRM (MCBA's constituent database)
- Input membership and donation transactions, maintain accurate gift entries and organized donor files; generate acknowledgements in a timely fashion
- Use Altru CRM to generate segmented mailing lists, appeal letters, and member renewals
- Work with other staff to ensure data health, including managing duplicate records, accurate data entry, and updating constituent records as needed
- Support Operations Manager in tracking organizational and program statistics for reporting and analysis

### **Event Management (20%)**

- Coordinate staff, interns, and volunteers for all fundraising and program events, including exhibition openings, biennial New Editions sale and fundraising event, open houses, donor cultivation events, and other special events as scheduled
- Manage event logistics including staffing, room set-up, catering, ticketing, and other event needs
- Support marketing and promotional efforts in collaboration with marketing staff
- Develop and maintain relationships with vendors, sponsors, and other external partners

### **Administrative Support (5%)**

- General office support, including managing incoming and outgoing mail; monitoring office supply needs and placing orders as needed; maintaining office organization
- Other duties as assigned, including but not limited to: serving as a positive and supportive member of MCBA's team; attending select meetings, program activities, and special events; understanding and adhering to MCBA's policies and procedures

## **QUALIFICATIONS**

- Commitment to MCBA's mission and demonstrated interest in the book arts
- Minimum 2 years professional experience in the nonprofit sector
- Knowledge of development and fundraising best practices
- Specific experience in one or more of the following areas: membership, annual fund, major gifts, online fundraising campaigns, corporate and foundation giving
- Proficiency in a fundraising and donor management software system (Altru or other Blackbaud CRM preferred)
- Proven ability to manage multiple projects at once and prioritize projects appropriately
- Exceptional interpersonal skills; friendly, professional demeanor, and positive phone presence
- High level of competency with Microsoft Office applications
- A great sense of humor!
- Ability to work occasional nights and weekends
- Associate's degree in related field or equivalent work experience
- Commitment to contributing to a work culture that is inclusive, equitable, and antiracist

**The ideal candidate will have a demonstrated commitment to antiracism and equity work.** Our staff participate in regular DEI + antiracism internal working group sessions and we share a collective dedication to continued personal, professional, and community growth in this area. Like most arts spaces, there is a history of inequity and racism in the book arts and we are doing the work to dismantle these systems in our own space and in the broader book arts field. If you are Black, Indigenous, or a Person of Color considering this opportunity, you will be joining a staff team that centers your well-being, engages in harm reduction, takes responsibility when mistakes are made, and acknowledges impact over intent.

## **BENEFITS**

Annual salary is \$36,000–\$38,000. Benefits include:

- Separate paid vacation and sick time accrual, an annual personal day, and 10 paid holidays a year
- 401(k) plan
- Health insurance (85% employer paid) and dental insurance (50% employer paid)
- Employee-paid flexible spending accounts, vision insurance, accident insurance, short-term disability, hospital insurance, and voluntary life insurance.
- Free studio rental, discounts on workshop registrations, and discounts on retail and consignment purchases.
- A supportive, creative, and light-hearted staff team to work with
- Hybrid work options

## **HOW TO APPLY**

Please respond via email with resume and 1-pg cover letter to [jobs@mnbookarts.org](mailto:jobs@mnbookarts.org) with "Development & Events Associate" in the subject line by **Wednesday, August 31, 2022, 11:59pm CT**. Our ideal start date is early October 2022. Please note that MCBA requires employees to be fully vaccinated and boosted against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made.

***We prioritize a culture of equity, inclusion, and care for self and community.  
We encourage participants with diverse cultural backgrounds and lived experiences to apply.***