



## **Job Description**

### **Position: Development Admin**

#### **VBAC Mission:**

The Virginia Beach Art Center offers an educational and supportive environment to inspire people of all ages and skill levels to experience, engage with and create art.

#### **Purpose and Programs:**

Virginia Beach Art Center brings visual art, local artists and the community together to experience the richness that artistic expression brings to the human condition. Our main program areas are Exhibitions, Art and Pottery Classes, Educational Programming, Artists Gallery and Community Outreach.

#### **Description and Duties:**

The Development Admin will be energetic, creative, and detail-oriented to ensure various administrative duties are completed in full.

The Development Admin supports the Virginia Beach Art Center's mission to inspire and engage the community by ensuring the smooth, accurate, and efficient functioning of all development-related operations. This role manages donor data, processes contributions, prepares reports, supports fundraising events, conducts prospect and grant research, and provides essential administrative and communication support to strengthen donor relationships and enhance community outreach. With a focus on accuracy, timeliness, and professionalism, the Development Admin plays a key role in advancing fundraising efforts and increasing the visibility and impact of the Art Center.

The Development Admin reports to the Executive Director. He or she is expected to represent the Virginia Beach Art Center in the community, participate in events which increase awareness of the Art Center as needed, help expand community outreach, and perform duties which foster the development of the arts in Virginia Beach and the Hampton Roads region.

#### **Regular Tasks Will Include:**

##### **Donor and Database Management**

- Maintain and update donor records and accounts in the Network for Good/Bonterra database
- Track donor status and registrations, and manage contacts
- Enter demographic information from various points (surveys, classes, donations) into tracking system

##### **Donation Processing and Acknowledgement**

- Prepare, print and mail donor correspondence, including renewal and thank you letters
- Generate annual donors through special outreach to lapsed donors or current enrolled students who are not annual donors.
- Ensure timely stewardship through accurate processing of gifts and consistent follow-up
- Maintain templates for general correspondence as well as customized donor communications

### Reporting and Data Analysis

- Produce development reports as needed, including donation status, exhibition entry fees, month-end summaries, and demographic reports for grants
- Collect, analyze and summarize fundraising data to support decision making

### Fundraising Event Support

- Assist with planning, coordinating, and executing fundraising events
- Track RSVPs, prepare event materials, manage check-ins, and support event logistics

### Committee and Board Support

- Serve on and provide administrative support to the Development Committee, including attending meetings, preparing materials as needed, and sharing meeting notes
- Prepare reports or updates as needed for the Board

### Prospect Research

- Conduct research on potential donors, foundations, businesses and community partners to support cultivation and grant-seeking efforts

### Grant Support

- Support the grants process by collecting demographic or program data relevant to grant requirements
- Assist with assembling attachments, gathering organizational information and tracking deadlines

### Community Engagement and Representation

- Represent the Art Center at events, programs, and outreach activities to strengthen activities and visibility and cultivate supporters
- Support community outreach initiatives developed by the Art Center

### Administrative and Organizational Support

- Assist with document management for development and fundraising purposes
- Help schedule meetings, manage calendars, create agendas, and support internal communication
- Provide general administrative support to ensure effective daily operations

### Communications and Marketing

- Assist with fundraising-related communications such as social media posts, email campaigns, newsletter, donor spotlights and impact stories
- Coordinate with marketing staff to ensure consistent messaging during fundraising campaigns

### Other duties as assigned

Complete ease with technology is required.

Please note, VB Art Center occupies a space in the ViBe Creative District of Virginia Beach. We have an open space concept with no private office or dedicated private conference room. The “office space” is shared. This is a part-time position (20 hours per week) with both remote and in-person hours.