

Community Engagement Coordinator

Overview

The mission of the Bellingham Arts Academy for Youth (BAAY) is to enrich children's lives through the exploration of the arts. Through our programs, we create community, and teach children confidence, character, and creativity. BAAY serves 1,400 children ages 3 – 17 annually, at our campus theatre, in our preschool, and in EduArts enrichment classes at 14 elementary schools throughout Whatcom County.

The Community Engagement Coordinator will play a leadership role in implementing the organization's existing development plan and help to establish a long-term sustainable donor cultivation and stewardship program.

Responsibilities

The Community Engagement Coordinator will work with current BAAY staff, board and volunteers to:

- **REFINE STRATEGIC FUNDRAISING PLAN:** review past fundraising efforts, assess current resources, establish specific budgetary goals, and determine priorities.
- **CULTIVATE BUSINESS SPONSORSHIPS AND CORPORATE DONATIONS**
- **ENGAGE THE BAAY PARENT COMMUNITY** as informed and invested advocates and financial supporters
- **INVITE (and EXCITE) AUDIENCE MEMBERS** to play a stronger role in financially supporting BAAY's program and mission.
- **FOSTER AND SUSTAIN RELATIONSHIPS WITH ALUMNI FAMILIES**
- **ESTABLISH AND MAINTAIN APPROPRIATE DONOR STEWARDSHIP PRACTICES**

Qualifications

- Passion for BAAY and its mission
- Degree in Marketing, Communications, Fundraising or comparable experience
- Excellent written and verbal communication skills
- Excellent people skills
- Willingness to work collaboratively and creatively with staff, interns, volunteers, parents & board members
- Reliable, creative, self-starting, detail oriented, organized, punctual
- Able to prioritize multiple tasks and meet deadlines
- Sense of humor, team player, ability to have fun while getting things done
- Joyful previous fundraising experience
- Familiarity with local business and community members
- Facility with social media, graphic design software, and one or more CRM

Skills

- Able to work collaboratively and and create a strong sense of team amongst staff, interns, volunteers, parents, and board members
- Reliable and organized: able to manage competing priorities, meet deadlines, and honor agreements
- Creative, self-starting, flexible, and adaptable

- Excellent written and spoken communication skills
- Ability to have fun while getting things done
- Legacy/sustainability oriented – strong documentation and record-keeping skills

Hours and Benefits

This is a part-time, temporary, grant-funded position which we hope the successful candidate might help turn into a more permanent position. Compensation: \$17/hourly plus 1 hour personal leave for every 40 hours worked.

To Apply

Send letter of inquiry and resume to director@baay.org

Recruiting and retaining a diverse workforce is a high priority at BAAY. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age or any other basis prohibited by law.