



# Arbutus Folk School

## Development Coordinator Job Announcement

**Location:** Olympia, WA

**Status:** Part-time, temporary. May be extended as funding allows.

**Proposed Start Date:** April, 2018

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**About Arbutus Folk School:** The Arbutus Folk School is a Northwest craft and folk art school in Olympia, Washington with core programs in ceramics, fiber arts, woodworking, blacksmithing, stone carving and music. Our mission is to “Enrich lives and build community through joyful, hands-on learning with master artisans.” Arbutus is a young organization and has grown rapidly since it was founded in 2013. It has a solid foundation of community and volunteer support with significant growth potential. Learn more at [www.ArbutusFolkSchool.org](http://www.ArbutusFolkSchool.org).

**Development Coordinator:** Arbutus is seeking a Development Coordinator to apply for and manage grants, oversee donor relations and advise other fundraising initiatives. The successful candidate will be responsible for leading fundraising activities to implement our capacity expansion plan, communicating with current and prospective donors, and building stronger fundraising infrastructure for our organization. This position involves significant grant writing and reporting and managing individual and corporate gifts. If this position is successful, the job may be extended.

**Personal traits to include:**

- An authentic commitment to the Arbutus Folk School’s mission.
- Interpersonal skills essential for working collaboratively with AFS staff, volunteers, board, donors, partners, and our diverse community.
- Flexibility and creative vision for working in a new position in a young and rapidly growing organization.

**Skills and abilities to:**

- Raise funds from private and public sources as well as foundations and grant-making organizations. Manage and report grants.
- Communicate and collaborate supportively as part of a small, close work team
- Use computers and other office systems proficiently (Office 365)
- Demonstrate excellence in organizational, written, and interpersonal communication skills
- Knowledge of donor and constituent management databases

**Education and professional experience desired to include:**

- At least three years professional non-profit fundraising experience, particularly grant writing and donor management, preferably in the area of art education, or equivalent experience in another field.

– OR –

- A BA (MA a plus), preferably in non-profit management or related field

**Specific Responsibilities:**

- Grant research, application and management, including tracking, management and reporting of current grants and researching new opportunities (70%)
- Identify prospective individual and corporate donors and develop strategies with the Exec Director for cultivating those relationships (15%)
- Collaborate on redesigning donor and sponsor management systems (10%)
- Collaborate on fundraising events (5%)

**Salary:** \$18/hr, 30 hours a week for 8 months. If the applicant is successful, the position may be extended.

**To Apply:** Qualified candidates should send a cover letter, references and resume, via e-mail, to [info@arbutusfolkschool.org](mailto:info@arbutusfolkschool.org). Position is open until filled. First consideration will be given to applications received prior to March 23<sup>rd</sup>, 2018. All candidates will receive a response. Please send inquiries via email rather than phone.

Mailing Address:  
Arbutus Folk School  
120 State Avenue NE, #303  
Olympia, WA 98501

Facility Address (no mail please):  
610 4th Ave E.  
Olympia, WA 98501