



## **Position Vacancy Announcement**

### **MCA Programs Coordinator**

#### **Position Overview**

Maryland Citizens for the Arts seeks a Program Coordinator who will be involved in supporting the work of the organization with regards to programmatic, communications, and development needs; as well as supporting the logistical and administrative functions and work to support the daily activities necessary to manage a successful nonprofit.

#### **Development**

- Assist with annual membership campaign
- Assist with MCA annual fund campaign
- Process and track incoming gifts
- Assist with all acknowledgements
- Assist with maintaining CRM database
- Create development reports

#### **Communications**

- Assist with development of advocacy communications
- Update website and social media content
- Create quarterly advocacy newsletters

#### **Program**

- Work with staff to produce necessary documents for successful program implementation
- Monitor and report on incoming event registrations
- Assist with day-of event logistics
- Provide support to MCA's advocacy engagement and professional development program, Emerging Arts Advocates

#### **Administration**

- Attend staff meetings and other meetings as necessary
- Assist with preparation of materials for Board meetings

## **Qualifications**

Bachelor's or equivalent experience in the arts and culture field

One or more years of experience in arts or non-profit management, with emphasis on marketing and communications

Excellent written and oral communication skills

Ability to balance and prioritize multiple projects against competing timelines

Ability to maintain strong interpersonal relationships with staff, members, and field at all levels

A collaborative nature and positive attitude

A commitment to building and advocating for equitable and accessible arts programming for all!

## **Compensation**

Competitive salary commensurate with candidate's experience.

Generous benefits package that includes medical, dental, Simple IRA with employer match, vacation, and sick leave.

## **Job Submission Requirements**

Submit resume, cover letter, and writing sample, to [info@mdarts.org](mailto:info@mdarts.org). Please include the subject line: "Program Coordinator Application" with your submission.

No phone calls please.

MCA is an equal opportunity employer

**Submissions are due by 5pm on Friday, June 7<sup>th</sup>, 2019**

## **Organization Overview**

Maryland Citizens for the Arts (MCA) is a statewide arts advocacy organization, founded in 1977 to represent Maryland artists and arts organizations of all disciplines. Its principal mission is advocating around the importance of public investment for the arts and ensuring that the Maryland State Arts Council continues to receive strong funding from the state of Maryland. MCA also carries out research and education to increase public recognition and support of the arts in Maryland. [www.mdarts.org](http://www.mdarts.org)