



Create. Connect. Inspire.

Job Position: Fund Development and Outreach Coordinator

[Arts For All](#) is inviting enthusiastic candidates to join our team. We seek candidates who are passionate about arts and creativity.

Purpose Creating Arts Access for All

Mission Connecting Artists to Community

Vision Inspiring Arts Everyday, Everywhere for Everyone

A charitable organization of the Hamilton Conservatory for the Arts founded in 1999 by Vitek Wincza, whose lived experience led to his vision that arts programs motivate and inspire learning and creativity, and that access to quality arts programming is essential to healthy whole development.

Vitek's passion to remove barriers for full access to the arts ignites this dream. From this dream our team designs innovative arts education and community arts programming, lead professional learning access opportunities for practicing and emerging artists, and engage professional artists to share their artistic practice with the wider community.

New Name with an Expanded Mission!

Since its beginning over 20 years ago, (Culture for Kids in the Arts is now) Arts For All delivered innovative, high quality arts education programs to more than **57,000 children and youth** at no cost to the participants and families AFA serves.

Together with the Hamilton Conservatory for the Arts, Arts For All is charting its course for the next 20 years. AFA is poised and ready to spread the word about the new name and impact **Arts For All** contributes to an inspired, creative and healthy community -- It's an exciting time to join the Arts For All team!

Focus:

Arts For All (AFA) is currently recruiting a **Fund Development/Outreach Coordinator** to support the new Strategic Plan 2021-25 goals to reach new audiences and reflect our expanded mandate.

Working to amplify the awareness and profile of the organization and its programs will strengthen strategic partnerships to expand the reach of AFA and its purpose, mission and vision.

📞 905-528-4020 ✉️ arts@artsforall.co 🌐 www.artsforall.co @artsforallco   

📍 126 James Street South, Hamilton, ON L8P 2Z4



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Fund Development/Outreach Coordinator

This position reports to the Fund Development Director and Communications Consultant and supports the Artistic/Executive Director. The role and responsibilities can include, but are not limited to:

- Assist with the implementation of development strategies and engagement of new partnerships and foster stewardship and recognition opportunities for partners
- Assist with fundraising strategies and initiatives
- Support the implementation of the communications strategy and campaign plans
- Develop social media strategy, planning schedules and tools and oversee its implementation
- Support communications and publicity events
- Research grant opportunities, draft letters and proposals, collate narratives of grant applications and final reports as directed
- Collect and archive support materials, evaluations, data, measurable outcomes, marketing materials for applications and reports
- Draft work plans for applications and reports in collaboration with Team
- Draft evaluation templates, tables, graphs, critical paths in collaboration with Team
- Participate in weekly planning and update meetings

Objectives

- Support the growth of Arts For All resources to sustain and support its purpose, mission and vision
- Amplify the awareness and profile of the organization and its programs
- Assist in strengthening and creating new strategic partnerships

If you are interested in this position, please submit your letter and resume to: arts@artsforall.co

Only candidates selected for an interview will be contacted. Personal information collected during the recruitment process will only be used for employment opportunities in accordance with the Freedom of Information and Privacy Act.

As part of the Arts For All commitment to access and equity, we strive to represent the diverse communities that we serve. Arts For All is an equal opportunity employer and welcome applications from individuals who are Indigenous, immigrant, LGBTQA 2S+; persons with disAbilities; women, non-binary and individuals from racialized communities and other equity seeking groups are encouraged to apply. Accommodations are available throughout the recruitment process. Please inform us of any accommodation requests.

Submission October 15, 2021

Start November 1, 2021

Salary Half-time contract position

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