



Keshet Dance Company and Center for the Arts

Fundraising Team Position: *Advancement Coordinator*

Full-Time, Exempt, \$40,000-\$50,000 annually DOE plus benefits

Position is in-person, located in Albuquerque, New Mexico, with flexible/hybrid work environment

Keshet is seeking qualified candidates for an administrative coordinator position with our fundraising team.

Qualified candidates will have a minimum of 2-3 years of fundraising coordination and/or data management experience in multiple areas of nonprofit operations including donor stewardship, donor solicitation, and data and financial management.

This position will support fundraising operations to meet organizational fundraising goals by facilitating donor solicitations and acknowledgements, managing accurate donor data and financial records, generating fundraising campaign reports, supporting fundraising special events, nurturing long-term relationships with Keshet donors, and actively collaborating with the full Advancement team. The role requires attention to detail, care with donor information, strong writing skills, proactive communication skills, the ability to manage deadlines and multiple projects, and ability to collaborate with additional Keshet team members.

This position includes structured on-the-job training in the Altru/Blackbaud database, Microsoft Suite of products, Google Suite, and other standard project management software. This training will support the role to acquire specific industry-driven, in-demand skills, supporting the overall efficacy and functionality of this position. The role also requires occasional evening and weekend availability to support Keshet productions, fundraising events, and other organizational needs and activities.

Interested applicants should send a resume and cover letter addressing previous fundraising, data, operations and administrative coordination experience, identifying and differentiating between areas of expertise, areas of general knowledge, and areas of growth interest.

Keshet funding sources currently are generated through foundation-based grants, government contracts, corporate sponsors, individual donors, special events, and legislative appropriations generating between \$1M-\$1.5M annually.

Keshet's fundraising team is led by our Director of Advancement, and the team includes a fantastic grant writer, a dynamic communications team, data management team members, special events management team, and corporate/major gifts support staff.

Position will remain open until filled. Send resume and cover letter to HR Manager Marissa Reynolds at marissa@KeshetArts.org, and cc sonya@KeshetArts.org.

Keshet Dance Company and Center for the Arts

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KeshetArts.org