



Art and Culture Center/Hollywood - Administrative and Development Coordinator

The Art and Culture Center/Hollywood (ACCH) presents innovative, unique visual and performing arts programs. Its exhibitions, programs and performances introduce fresh perspectives to the arts. Education programs for children and adults celebrate creativity and excellence. ACCH, a 501(c)(3) non-profit organization, is one of only nine major cultural institutions in Broward County.

Title: Administrative and Development Coordinator

Type: Full-time, salaried. 40 hours a week. Some flexible scheduling with evening and weekend hours necessary. Health and paid time off benefits available for this position.

Responsible For: Office management, administrative and development functions

Liaison With: ACCH staff and management, general public, Board of Trustees volunteers, vendors

Reports to: Executive Director

Duties:

Assistant to Executive Director

Handle all administrative details associated with the Executive Director and, at times, Development Director. Includes maintaining and improving inter-office systems.

Administration relating to Board of Trustees activities. This includes attending each Board meeting and taking minutes.

Assist in planning, production and implementation of special events including exhibition openings, exhibition events, and any other Center special event.

Assist in planning, production and implementation of all of the Center's fund raising events. Includes being the lead on auction(s), working with volunteer event committee, event chairs, and creating online and live silent auctions.

Oversees Visitor Services Coordinator.

Oversees Center's volunteer program

Serves as Office Manager

Create monthly reports such as attendance as well as other reports as needed

Conduct preliminary research on prospective corporate foundation and individual donors

Other duties as assigned by the Executive Director

The above statements describe the general nature and level of work being performed by the individual who fulfills this position. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Candidate Requirements:

Candidate must possess a minimum of an Associate's degree (Bachelor's preferred) in communications, business administration or other related field, and a minimum of three years experience in office administration. The candidate should possess proficiencies in word processing, efficient filing systems, Microsoft Office, including Excel. As the candidate will work directly with Executive staff, Board, and the public, a strong sense of business decorum and excellent professional communication skills (written and oral) are required. The candidate must be able to work evenings and weekends for events/activities that relate to their area of responsibility. Also, the person must work well as part of an overall team and also be self-directed. The candidate must have excellent organizational and administrative skills as well as take initiative and possess the ability to work well under deadlines.

Salary and Benefits:

Full-time with benefits; Occasional evening/weekend hours for events and/or meetings. Relocation expenses will not be reimbursed. Range \$30,000 to \$40,000

To Apply:

Send in confidence via, email or fax your resume and brief cover letter explaining your relevant experience by Monday, November 23, 2020. No phone calls, please.

Art and Culture Center /Hollywood

Attn: Executive Director

1650 Harrison Street

Hollywood, FL 33020

Email -- info@artandculturecenter.org

Fax - 954/921-3273

As of 11-13-20

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes,

the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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