



Development & Administrative Coordinator

SCA Mission: The SCA nurtures the art, the artist, and our audiences. We foster curiosity and connection through engaging, accessible programming and shared creative experiences.

Position Overview

If you love details *and* the buzz of a creative space, this part-time role is for you. The Development + Administrative Coordinator is the behind-the-scenes powerhouse who keeps our fundraising processes and events running smoothly and our office team humming along.

On the fundraising scene, you will work closely with and report to our Development Director entering donations, managing development data in our CRM, supporting fundraising related marketing efforts, and helping special events come off without a hitch. You will also support our Campaign Director and the work tied to our milestone, multi-year campaign.

On the administrative side, you'll handle office operations and organizational administration helping us function like a well oiled machine.

This is a perfect fit for someone who thrives in a fast-paced, arts-loving environment, is highly relational, likes no two days to be the same, and enjoys wearing a few different (colorful, creative) hats.

Key Responsibilities

Gift Entry & Donor Love

- Enter and process all donations with precision, speed, and connection to our donors.
- Ensure thoughtful acknowledgments, receipts, and thank-you letters and phone calls are getting to donors and making them feel connected and feel like the superheroes they are.
- Support monthly reconciliation with the Finance and Development Directors.

Data & CRM

- Maintain clean, accurate donor and audience records—spotting duplicates, fixing typos, and keeping the database optimized.
- Build lists, queries, and reports to support campaigns, events, and season planning.
- Help refine workflows and data processes to make our team smarter and more efficient.

Development Marketing Support

- Assist with fundraising and membership email campaigns, social content, and communications that make the arts feel fun, accessible, and irresistible.
- Pull audience insights and analytics from the CRM to help inform messaging and engagement strategies.
- Support lobby activations and performance nights as needed.
- Support fundraising events including guest list and nametag production, help with set up, greeting guests, and post-event thank you letters.

- Support Development Director and Executive Director with meeting coordination as requested.

Campaigns, Events & Team Support

- Help keep fundraising campaigns, membership programs, and donor stewardship efforts on track including scheduling meetings, communications with volunteers and/or board, putting notes into the CRM, pulling reports, etc.
- Assist with donor receptions, cultivation events, and special gatherings—sometimes making nametags and checking people in, sometimes setting the vibes.
- Provide general administrative support that keeps the Development team running smoothly.

Office Operations & Infrastructure

- Support day-to-day office needs.
- Order and maintain office supplies, equipment, etc.
- Coordinate mail pickup and distribution.

Qualifications

- At least 2 years of nonprofit experience preferred but willing to explore creative or administrative professionals or career curious individuals transitioning into the nonprofit sector.
- Meticulous and organized, with a natural instinct for bringing order to complexity
- People-centered and service-minded, genuinely energized by connecting with others—whether face-to-face, by phone, or in an inbox.
- Naturally self-motivated and adaptable, comfortable working on their own while bringing a healthy sense of humor to the work.
- Ability to juggle multiple projects, shift gears quickly, and stay calm during “big event” energy.
- Direct user experience working with a CRM or data management tool in the last 5 years.
- Experience as an administrator, office or data manager, preferred.
- Strong writing and communication skills; comfortable helping shape development marketing messages.
- A genuine love for the arts and the role they play in building community.
- Proficient use of office productivity and collaboration software (Microsoft, Google, Asana, etc.).

What We Offer

- A dynamic, caring and creative workplace where no two days look the same—in the best way.
- Opportunities to grow skills in fundraising, marketing, and organization, and arts administration.
- A collaborative and highly supportive team that enjoys good ideas, good humor, and good food and commits to growing together.
- This hourly position is 20-25 hours/week and could be hybrid with office hours ranging but consistent with our open hours (M-F, 9am - 5pm). Some flexible work may be an option. Occasional evening or weekend time to support special events.
- Pay range \$22-\$25/hour commensurate with experience.