

## JOB DESCRIPTION

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| <b>ORGANIZATION</b>    | <b>PLAINS ART MUSEUM</b>   |
| <b>DEPARTMENT</b>      | <b>DEVELOPMENT</b>   |
| <b>POSITION TITLE</b>  | <b>DEVELOPMENT &amp; COMMUNICATIONS COORDINATOR</b>  |
| <b>POSITION REPORT</b> | <b>DIRECTOR OF DEVELOPMENT</b>   |
| <b>POSITION TEAM</b>   | <b>DIRECTOR &amp; CEO, DIRECTOR OF DEVELOPMENT, GRAPHICS &amp; COMMUNICATIONS<br/>MANAGER, CONTROLLER, ACCOUNTANT, AND EXECUTIVE &amp; DEVELOPMENT<br/>ASSISTANT</b> |

**DATE**                      **JANUARY 2019**

### **PLAINS ART MUSEUM: OVERVIEW**

The mission of Plains Art Museum [PAM] is to “connect art, artists, and audiences to foster creative, resilient, and welcoming communities.” PAM is North Dakota's largest art museum by budget, staff, facility, and programs offered. Our permanent collection of 4,200 objects is the largest between Minneapolis and Denver/Seattle. We are North Dakota's only accredited art museum and one of only seven percent nationally. In FY2018, PAM engaged 50,000+ visitors and participants and presented 510 distinct art activities, including exhibitions, education and public programs, and community-oriented events, both within the Museum and throughout Fargo-Moorhead-West Fargo. Annually, we work with 10,000+ K-12 students – including 7,500 K-5 children in our unique collaboration with Fargo Public Schools – as well as hundreds of university and college students. Our innovative Creativity Among Native American Artists initiative is in its fifth year and supports 165+ Native artists from North and South Dakota, Minnesota, Wisconsin, and Michigan. PlainsArt4All, PAM's initiative to provide free general admission, has increased attendance 37% since July 1, 2017. Our FY2019 budget is \$2.3M.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

The Development & Communications Coordinator works with the Development Department Team to help:

- Manage CRM database – Bloomerang – for data input and accuracy as well as data export in reports
- Manage ticketing and online auction software for the Spring Gala
- Help plan and implement a variety of Development Department directed events, including the Spring Gala; Art & Business Breakfast; Progressive Architecture Dinner; Port & Chocolate Tasting – Holiday Art Sale Preview; Wine & Cheese Tasting – Summer Art Sale Preview; and Tax, Will, and Charitable Giving Seminars
- Support efforts that sustain PAM's PlainsArt4All initiative to provide free general admission to all exhibition visitors
- Work with Education/Center for Creativity, Curatorial, and Collections Departments to provide cross-department communications support with Development Department
- Edit and write foundation, government, and corporate grant proposals and reports
- Work with Communications Department to . . .
  - Gather and write stories that highlight PAM's programs
  - Manage Constant Contact
  - Conduct Social Media outreach
  - Write and edit press releases for PAM and our Charitable Gaming operation
- Attend internal and external meetings as needed
- Assist with mentoring interns
- Perform other duties as requested