

DEVELOPMENT & OPERATIONS COORDINATOR

Classification: Non-Exempt
Status: Permanent, Part-Time
Department: Operations
Report To: Managing Director
Hourly Range: \$20.00 - \$23.00

TO APPLY: Review this job profile, its responsibilities, and qualifications. If this opportunity looks like it fits with well with your skills, experience, and career goals, we'd love to hear from you.

Send a **resume and cover letter** describing the ways in which you can add value to transcenDANCE Youth Arts Project's development work. What can you bring to the position that sets you apart? How does transcenDANCE's mission align with your own mission and values?

The deadline to apply is August 12, 2022, but we will begin to interview qualified candidates as we receive applications. The right candidate may have a start date as soon as August 1, 2022. Send your documents in one PDF to transcenDANCE Managing Director, Steph Walsh, at steph@tdarts.org.

MISSION

To guide young people in underserved San Diego County communities to transcend barriers, expand their ambitions, and create positive change for themselves, their families, and communities, through dance and performance.

ORGANIZATION

transcenDANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive

space during out-of-school time hours and for creative self-expression and adult mentorship.

transcenDANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the [Creative Youth Development National Partnership](#) website.

transcenDANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing arts. transcenDANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been key components of the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

In 2021, transcenDANCE successfully entered a new phase in its organizational development with the completion of the transcenDANCE Arts Center in Lemon Grove. This new building and its location on the Trolley’s Green Line significantly increases the organization’s ability to provide more creative and therapeutic services to more young people more of the time.

OUR COMMITMENTS TO EQUITY AND EQUAL EMPLOYMENT OPPORTUNITIES

In 2020, transcenDANCE began a more intentional effort to develop a strategic plan that involves a collaboration of voices, including representation from all facets of the organization. The map of long-term endeavors includes trainings and a review of organizational policies and practices to ensure alignment with the strategic vision, and

ongoing opportunities to integrate and embed an ever-deepening awareness. The goal of the equity work is not static; it is an ongoing commitment to co-create an environment wherein naming and addressing power dynamics, isms, inequities, privilege, and biases, is an essential experience of the collective safe space.

transcenDANCE is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.

POSITION DESCRIPTION

The Development and Operations Coordinator is an essential support to the Managing Director in the day-to-day operations and fundraising areas of transcenDANCE. The D&O Coordinator will take ownership of the daily fundraising, administrative, and operational tasks of transcenDANCE, ensuring a safe and efficient environment for all staff. The position is ideal for someone who may have experienced a variety of jobs, is good with people and has a can-do attitude – a willingness to jump in and quickly learn what they don't know. The D&O Coordinator role also requires the ability to manage and work effectively with competing priorities and parties in a fast-paced environment where the ability to pivot and adapt is critical. It requires excellent inter/intra-personal skills, the innate ability to attend to the details, patience with problems, and a solution-centered mindset.

The is a permanent, non-exempt part-time position at 20 hours per week that reports to the Managing Director. The pay range is \$20 - \$23 /hour and is not eligible for health insurance benefits but does include paid time off benefits.

ESSENTIAL RESPONSIBILITIES

Fundraising Coordination

- Generate, personalize, and mail all gifts and tax acknowledgement letters within 2 working days of donation receipt.
- Oversee funder acknowledgements with logos on website and in collateral materials (i.e.,

annual reports and performance programs etc.) in coordination with Program & Marketing Manager

- Enter all individual, grant, and corporate gifts into DonorPerfect. Be the lead person for DonorPerfect fundraising database software (training provided) for management, maintenance, and cleaning
- Compile mailing lists as needed
- Process donor mailings (print, stuff, take to post office, or coordinate professional printing/mailing)
- Track donor engagement and attendance at events.
- Update Benevity and other corporate donor websites, as needed, with organization information.
- Execute fundraising aspects of CREATE program performances under direction of Managing Director
 - Solicit and organize silent auction items
 - Solicit and organize raffle items
 - Maintain records of event sponsors and their recognition; order printed recognition (i.e., signage) as needed
 - Research venues for 'Afterglow' event
 - Review venue and present food, drink options and pricing to Managing Director
- Schedule/reserve venues for donor meetings when required by Managing/Executive Directors
- Research and recommend new event and fundraising items as applicable

Operations Support

- Meet with new renters and orient them to the space
- Purchase office and program supplies as directed by Directors
- Receive water cooler refills and other on-site deliveries
- Organize and maintain administrative storage
- Make keys for new employees as appropriate
- Check info@tdarts.org email, mailboxes, and organization voicemail daily and forward to appropriate staff
- Update facilities information in organization policy and procedure documents when needed
- Coordinate receiving of COVID documentation (i.e., vaccine proof or weekly test results) and file as appropriate
- Review employee records for compliance with required training and inform Managing Director of any discrepancies
- Gather and save monthly invoices to central file-sharing system for Finance Consultant's

records each month

- Review onboarding paperwork with new employees and scan/copy relevant documents (i.e., passport, driver's license, etc.)
- Manage equipment, including furniture, telecommunications, lighting and audio video equipment, office equipment, and climate control.
- Test security systems regularly and review plans annually; upgrade or improve as needed

Reporting

The Development and Operations Coordinator reports to the Managing Director.

Supervisory Responsibilities

This position does not directly supervise any individuals.

Physical Requirements and Work Environment

Work is performed in an office setting and/or home setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expected Hours of Work

20 hours per week with regular office hours on site, with partial telework available as approved after introductory period. Occasional evenings and weekends, as needed.

Travel

Travel is primarily within San Diego City and City of Lemon Grove areas during business hours.

Other Duties

This job description is intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties, activities or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.