



Part-Time Fundraising and Development Assistant

About Akron Soul Train

Akron Soul Train is a nonprofit, artist-centered organization dedicated to supporting and promoting the creative spirit of visual, literary, and performance artists throughout our region. We provide a platform where artists of all disciplines can explore, experiment, and push the boundaries of their artistic practice. Through our residency program, artists gain access to financial support, mentorship, and valuable community partnerships, empowering them to embark on new creative ventures or refine ongoing projects. Designed as a research and development opportunity, our residency allows artists to work from their home studios while contributing to Akron's dynamic cultural scene through exhibitions, performances, and community programs. Our commitment to fostering Akron as a hub for creativity, curiosity, and meaningful conversations is at the core of everything we do.

Position Details:

- Part-time, 20-24 hours (4 day work week)
- Hybrid (1 day work from home / 3 days in person)
- Occasional evenings and weekends for events
- Reports to: Executive Director
- \$16/hour

Position Overview:

As Akron Soul Train embarks on the next decade of growth, we seek to hire a committed and experienced Fundraising and Development Assistant to join our team. This position will play a key role in helping the organization secure funding to sustain and grow our artist residency program, community initiatives, and exhibitions. The ideal candidate should be passionate about the arts, have experience in fundraising, and be excited to work with a flexible and small team committed to fostering diversity, equity, and inclusion.

Key Responsibilities:

- Assist in identifying and researching potential grant opportunities, individual donors, and corporate sponsors
- Support the preparation and submission of grant proposals, ensuring deadlines are met and required materials are accurate
- Manage donor databases and fundraising software to track contributions, pledges, and donor information
- Assist in the planning and execution of fundraising events, including logistics, communications, and follow-up with donors and sponsors

- Collaborate with the Executive Director and other team members to develop strategies to engage and steward donors and members
- Cultivate donor relationships through public outreach, segmented communications, and individual conversations
- Assist the Executive Director with other fundraising initiatives such as the gallery gift shop, which may include merchandise acquisition, inventory, and monthly reports

A successful candidate will:

- Understand the power of storytelling to effectively persuade and enlist potential donors and partners to Akron Soul Train
- Have experience cultivating and securing major gifts through prospecting, research, proposal development, relationship development, and face-to-face solicitation
- Prioritize care and clear, thoughtful communication in both internal and external relationships
- Work well in an intimate, fast-paced, and collaborative team environment
- Ability to work autonomously and learn new skills quickly
- Be able to effectively manage multiple projects and project timelines simultaneously
- Have strong organizational skills and attention to detail
- Be knowledgeable about and invested in the arts in Akron, OH – understand and commit to Akron Soul Train’s mission

Qualifications:

- Previous experience in fundraising, development, or a related field preferred
- Proficiency in Google Office Suite and donor management software (experience with platforms like Monkeypod, Square, Wix, Meta Business Suite, and Bloomerang is a plus)
- Experience in or knowledge of nonprofit organizations and development strategies is a plus
- Bachelor’s Degree or equivalent experience

For consideration, please submit a resume (with references) and cover letter in one PDF file entitled “FirstName LastName” to pita@akronsoultrain.org. Please use the subject line “Part-Time Fundraising and Development Assistant” Applications are due by December 2, 2024. We will conduct interviews through December, with the position starting in early January 2025.