



Development Manager

Job Posting

About Us

REACH STUDIO ART CENTER is a non-profit community art studio located in the REO Town District of Lansing, Michigan. REACH offers out-of-school visual art education for youth of all ages (2-18), and adults from the Greater Lansing Area, taught by local artists and art educators. REACH believes that art is a powerful tool to change and improve the lives of our community's youth.

Job Responsibilities

- Oversee REACH's Point of Entry Showcase Tour events.
- Cultivate, coordinate, and inspire Showcase tour hosts.
- Support ED in follow-up with tour guests, potential funders and partners.
- Document procedures and results in regards to REACH Fund Development efforts.
- Assist ED with general fund development efforts

Job Requirements

- Passion for REACH's mission
- At least 2 years' experience in Business Administration or Non-Profit Management
- Outgoing personality and good hospitality skills
- Bachelors or Master's degree preferred or equivalent experience
- Proficient with computer and office programs: Microsoft Office (Word, Excel, Publisher, Outlook) as well as understanding and ability to use databases.
- Familiar with and comfortable using Cloud and online Social Media platforms

Job Details

- **Salary – \$16.50/hour**
- **Hours – 15 hours per week**
- **Location – REACH Studio Art Center Facility**
- **Anticipated Start Date – June 2019**

Application Process:

To apply for this position, go to <https://forms.gle/ZF3Keaegdgn889gM8> to complete the application form and upload required documents. Deadline for application: no later than May 27, 2019. Application includes:

1. A current resume (you can upload this at the end of the google job application form below)
2. A completed job application with references
3. A letter stating why you are right for this position at REACH (you can upload this at the end of the google job application form above)

If you are unable to access the google application form please contact alice@reachstudioart.org for a pdf document to that may be mailed, emailed or hand delivered to the attention of Alice Brinkman at: REACH, 1804 S Washington Ave, Lansing MI 48910