

Title: Advancement Coordinator
Organization: Frank Lloyd Wright Foundation
Location: Scottsdale, AZ 85259

Do you have an interest in architecture, the arts or history and a passion for keeping your team on task by providing exceptional organizational skills, a friendly and collaborative attitude and a desire to learn development and fundraising concepts? If so, please consider joining our team!

Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand and financially support the historic spaces of Frank Lloyd Wright's Taliesin and Taliesin West, the **Frank Lloyd Wright Foundation** inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright's own words, our vision is "to make life more beautiful, the world a better one for living in, and to give reason, rhyme and meaning to life."

Position Summary: The Advancement Coordinator is a key member of the Frank Lloyd Wright Foundation's fundraising team who focus their efforts on providing comprehensive information and outstanding service to donors and other constituencies as they meet the strategic and financial goals for which the Advancement team is responsible. Reporting to the Director of Development, the Advancement Coordinator performs routine yet important administrative tasks for the Advancement department across a variety of functions including member, donor and prospect cultivation, retention, and engagement; fundraising campaigns and member/donor events; and grant reporting and processing.

This is a full-time position budgeted to start at \$19/hour based on experience. The Frank Lloyd Wright Foundation offers an excellent work environment, comprehensive benefits package, and a paid time off package. The Foundation pays up to 87% of monthly health-care premiums and enrolls all regular full-time employees into our life insurance, short-term and long-term disability and long-term care policies at no cost to employees. Please use the following link to access the full position description and application:

<https://recruiting.paylocity.com/recruiting/jobs/Details/1294042/Frank-Lloyd-Wright-Foundation/Advancement-Coordinator>