



ADMINISTRATIVE & DEVELOPMENT ASSOCIATE Full-Time, Year-Round (May–October on Mackinac Island | Remote During Winter Months)

Create. Support. Promote.

About Mackinac Arts Council

Mackinac Arts Council (MAC) is Mackinac Island's only arts and culture organization, dedicated to enriching the community through diverse artistic, cultural, and educational programming. As a 501(c)(3) nonprofit, MAC supports community theater, public concerts, arts education, and hundreds of cultural programs that enhance life for residents, workers, and visitors alike.

We are currently seeking a motivated, organized, and detail-oriented Administrative & Development Associate to join our year-round team.

About the Role

The Administrative & Development Associate supports the Executive Director in advancing the mission of Mackinac Arts Council through fundraising, administrative operations, communications, and program support. This role is essential to MAC's development efforts, including grant writing, donor relations, and fundraising events, while also supporting daily administrative and organizational functions.

The position experiences a seasonal shift in focus, supporting on-island programming during peak season and off-season planning, fundraising, and development initiatives during the winter months. This is an excellent opportunity for a self-motivated professional who enjoys meaningful work in a dynamic, arts-focused nonprofit environment.

Key Responsibilities

Development & Fundraising

- Research, write, submit, and manage grant proposals and required reports
- Maintain donor records, acknowledgements, and stewardship communications
- Assist with annual giving, memberships, sponsorships, and fundraising appeals
- Track fundraising progress and prepare reports for the Executive Director and Board
- Support planning and execution of fundraising and special events

Administrative & Organizational Support

- Provide administrative support to the Executive Director
- Maintain organized digital and physical files, calendars, and databases
- Assist with budget tracking, invoices, and expense documentation
- Support Board communications, meeting materials, and reporting
- Develop and document administrative procedures and workflows

## Communications & Program Support

- Assist with social media updates, flyer distribution, and community outreach
- Assist with communications support for workshops, events, and seasonal programming through email, surveys, and other digital outreach
- Assist with basic graphic design, content creation, and promotional materials

## What We're Looking For

### Required Skills & Experience

- Proven grant writing experience with a successful funding track record
- Excellent writing, research, grammar, and organizational skills
- Strong attention to detail and ability to manage multiple projects
- Ability to work independently while collaborating as part of a small team
- Excellent interpersonal and communication skills
- Strong time management and problem-solving abilities

### Technical Skills

- Proficiency in Microsoft Office and Google Workspace
- Experience with Canva, Adobe, Wix, and donor management software (Network for Good or similar)
- Comfort learning new systems and digital tools
- Experience with photography, video, Zoom, or Microsoft Teams is a plus

### Work Environment & Requirements

- Full-time, year-round position
- On Mackinac Island May through October; remote during winter months
- Housing is not included

### What We Offer

- Competitive wages
- Opportunities for advancement
- Performance-based end-of-year bonuses
- Meaningful work in a creative, community-driven environment
- A supportive team passionate about the arts and cultural enrichment

### Why Mackinac Arts Council?

At MAC, your work directly impacts the cultural life of Mackinac Island. You'll be part of a mission-driven organization where creativity, collaboration, and community matter. If you are enthusiastic about the arts and want to make a tangible difference, we'd love to hear from you.

How to Apply Please send inquiries, a cover letter, and resume to:  
info@mackinacartscouncil.org

Mackinac Arts Council P.O. Box 1363 Mackinac Island, MI 49757 (231) 333-4265  
www.mackinacartscouncil.org

Mackinac Arts Council is a 501(c)(3) nonprofit organization.