



ADMINISTRATIVE AND DEVELOPMENT ASSOCIATE POSITION

THIS IS A FULL - TIME, YEAR-ROUND POSITION (MAY THROUGH OCTOBER ON MACKINAC ISLAND, REMOTE DURING WINTER MONTHS)

Mackinac Arts Council, Mackinac Islands' only arts and culture agency, is currently seeking candidates to fill the position of Administrative and Development Associate. This full-time position is located on Mackinac Island and offers competitive pay and other perks.

POSITION SUMMARY

The Administrative and Development Associate supports the Executive Director in advancing the mission of the Mackinac Arts Council through fundraising, administrative operations, and programming support. This position plays a key role in development activities such as grant writing, special events, and fundraising.

Equally important are the day-to-day organizational/administrative functions such as social media updates, flyer distribution, and workshop support. The role does experience seasonal shifts in focus between on-island programming and off-season planning and fundraising. A successful candidate would be responsible, organized, self-motivated, results driven, detailed oriented and confident. They must be able to demonstrate experience with problem-solving, project management, teamwork and fundraising.

Specific Job Responsibilities

Development & Fundraising

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

Administrative 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 reports

- Develop and document procedures and workflows for administrative tasks

REQUIRED SKILLS AND EXPERIENCE

- Proven grant writing experience with a successful track record
- Excellent writing, research, and organizational skills
- Strong interpersonal skills and attention to detail
- Ability to multitask, problem-solve, and work independently
- Proficiency with Microsoft Office, Google Workspace, Canva, Adobe, Wix, donor databases, and volunteer management software
- Experience with photography, video, and virtual platforms is a plus
- Excellent people skills with the ability to assist in the training and motivation of others
- Ability to develop detailed and specific procedures and processes outlining the steps to follow in completing department and/or project tasks.
- Excellent writing, grammar, & spelling skills, including basic graphic design capabilities
- Must be self-motivated and demonstrate effective time management skills
- Strong computer skills and ability to learn including but not limited to Microsoft Office Suite, Excel Spreadsheet, PowerPoint, Adobe, Google Docs, Canva, Wix, Network for Good or comparable donor software
- Experience with photography, videotaping, Zoom/Microsoft Teams helpful

If you are looking for a culture where you make a difference and truly are part of a successful team, have a strong work ethic, flexibility and enthusiasm for the arts, then Mackinac Arts Council is the place for you. We offer outstanding experiences in a diverse and dynamic environment.

We strive to grow our team with people who share our passion and energy for creating the best experience for all who live, work, and visit Mackinac Island through the arts! We offer competitive wages, opportunities for advancement, performance-based end-of-year bonuses and other perks.



Mackinac Arts Council is a 501(c)(3) non-profit organization.
P.O. Box 1363 Mackinac Island, MI 49757 (231) 333-4265
www.mackinacartscouncil.org
create. support. promote.

Housing is not included.

Please send inquires, cover letter and resume to info@mackinacartscouncil.org

Our Mission

Mackinac Arts Council works to meet the arts and cultural needs of Mackinac Island through a diversity of initiatives, services, and cultural programming. With your support, community theater, public access to music concerts, art education, and hundreds of other cultural programs are made possible.



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