

Development Assistant Job Description

Supervisor: Development Director

Job Purpose: Work under Development Director to reach and surpass contributed income goals as well as to develop and maintain successful long-term relationships with both current and potential donors. This position provides administrative and database support and plays a key role in Development event planning and implementation as well as specific fundraising initiatives.

Duties and Responsibilities:

- Maintain the day to day operations of the Development Department
 - Provide administrative support including copying, filing, data entry, and answering general inquiries
 - Manage and maintain the donor database, reviewing regularly for accuracy
 - Process and record all donations accurately and in a timely manner
 - Create and mail donor acknowledgement letters
 - Create donation reports and lists as needed.
 - Reconcile Development records with Business Manager on a regular basis
 - Assist Development Director in the creation and execution of all Development related external communications and organizational marketing including but not limited to Annual Report, formal correspondence, e-blasts, social media posts, and website updates
 - Maintain grants calendar and establish an accurate, efficient, and transparent process for grant applications, compiling historical data, materials needed, deadlines, payment tracking, and reporting requirements
 - Assist Development Director and Grant Writer(s) with drafting, copy editing, and research as needed
- Assist in the planning, promotion, and execution of all Development events
 - Manage invitations and RSVP lists
 - Oversee auction solicitation, tracking, and execution
 - Liaise with event committees, vendors, and attendees
- Assist in the research and implementation of Development Strategy as needed
- Participate in “Full Company” projects, work calls, meetings, and events as required

Qualifications:

- Experience in Arts/Non-Profit Administration strongly preferred; background in Theater/Performing Arts a plus
- Fundraising, grants and/or event management experience a plus
- Strong knowledge of Microsoft Office, particularly Excel, and Google Suite.
- Demonstrated experience with Customer Relationship Management (CRM) software and/or donor databases; familiarity with Patron Manager strongly preferred; familiarity with box office and ticketing software a plus
- Experience with email marketing software preferred, particularly Emma
- Experience with website programming is a plus, particularly Wordpress
- Ability to read and interpret financial documents
- Team player with strong problem-solving abilities and ability to work independently
- Strong writing, verbal and interpersonal skills
- Demonstrated time management and organizational skills

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- Acute attention to detail
- Flexibility, creativity, confidence, and resourcefulness

Working Conditions:

- This is a full-time, hourly, benefits eligible position.
 - Weekly schedule is typically 40 hours during weekdays, with the need for some evening and weekend availability surrounding special events
- A desk is provided with a computer and access to printers, a copier, a phone, and wifi enabled internet. Computer will have basic software necessary.
- The work environment is mainly the office area, which is temperature controlled and requires stair access.

Physical Requirements:

- Mobility: ability to sit, stand, climb stairs
- Safely lifting loads of 50 pounds by oneself, lifting 100-200 pounds with two or three people.
- Ability to look at electronic screen for extended periods of time

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