

**EDMONDS CENTER FOR THE ARTS /
EDMONDS PUBLIC FACILITIES DISTRICT**

**Announces the following
EMPLOYMENT OPPORTUNITY:**

POSITION: DEVELOPMENT ASSISTANT
CLOSES: Open until filled
EMPLOYMENT STATUS: Permanent, Part-time (20-25hours/week), Non-Exempt
SALARY & BENEFITS: Salary \$20-23 per hour, dependent on experience
REPORTS TO: Director of Development

Edmonds Center for the Arts (ECA) a 700-seat, state-of-the-art performing arts venue located on the campus of the original Edmonds High School, just 20 minutes north of Seattle, seeks a creative, collaborative, and highly organized Development Assistant to support ECA's Development Team.

ECA presents an array of outstanding performing artists from around the world, provides space, production management, and technical expertise for a variety of community partners and rental clients, and serves more than 75,000 patrons who enjoy the facility annually.

ECA is an innovating and challenging workplace, and the qualified candidate will need to be flexible, positive, and able to contribute to a rapidly growing organization. We are looking for someone who shares a vision for community-driven philanthropy, has the drive to assist with designing brand new fundraising programs, and is skilled at supporting a variety of fundraising programs. The successful candidate will have experience in working with patrons of all magnitudes to assist in the growth of a broad portfolio of inspired and informed donors.

JOB SUMMARY:

ECA seeks an organized and energetic development professional to join our fundraising team. The Development Assistant works closely with the Director of Development and Development Coordinator on the implementation of ECA's annual fundraising plan, execution of fundraising and stewardship events, database maintenance, and building strong relationships with funders and patrons. This position requires excellent written and communication skills, data entry and database management proficiency, a positive can-do attitude, flexibility, and the ability to work effectively with donors and volunteers.

A Development Assistant at ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. A Development Assistant values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

KEY RESPONSIBILITIES:

Database Maintenance

- Create and maintain accurate donor and gift records according to organizational policies and procedures
- Ensure data integrity through accurate data entry and ongoing clean-up efforts
- Process, code, and acknowledge all gifts in a timely manner
- Run database queries and reports; perform data import/export as needed; help reconcile gifts with Accounting as needed

Special Events Support

- Assist with the planning, logistics, and execution of ECA's Gala & Auction, annual sponsorship event, donor cultivation and stewardship events, and sponsor engagement activities
- Assist with the creation of development event materials and messaging via print, web, email, and social media

Annual Fund Management

- Work closely with the Development team on the implementation of a moves management system, donor recognition, and fulfillment of donor benefits
- Coordinate the production and distribution of donor appeals and stewardship materials
- Support the organization's grant tracking and preparation of grant reports
- Nurture donor and sponsor relationships through in-person meetings and communications
- Research individual, corporate, and foundation prospects as needed
- Other duties as assigned

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal, written, and communications skills
- Outstanding interpersonal skills and ability to work well with diverse donors, board members, staff, volunteers, and community members
- Knowledge of and interest in the performing arts
- Computer literacy. Proficient in MS Office suite including MS Word, Excel, PowerPoint, and Outlook
- Ability to maintain confidentiality and handle privileged information in a discreet and confidential manner.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. Excellent attention to detail required.
- Interest in and ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Associate degree in a related field with up to two years of related work experience, or equivalent combination of education and experience.
- Minimum one year donor database management or use of experience.
- Fundraising experience with arts organization, a plus!
- Experience managing eTapestry or a similar fundraising CRM
- Graphic design experience (e.g., Canva, Photoshop) a plus!

WORKING CONDITIONS:

- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Ability to work flexible hours during performances and special events, including evenings and weekends
- Ability to stand for prolonged periods and to regularly lift and set up chairs, tables, and other event-related materials up to 40 lbs at a time
- Reliable transportation and valid Driver's License

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR *Development Assistant Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020.*
No phone calls please.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States.

Additionally, all applicants must possess a valid Driver's License.

Edmonds Center for the Arts is an Equal Opportunity Employer.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.