

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

**POSITION:** Development Assistant

**EMPLOYMENT STATUS:** Permanent, Part-Time (.50 FTE), Non-Exempt

**REPORTS TO:** Director of Development

**POSITION SALARY RANGE:** \$35,630-\$52,500 (\$17.13-\$25.24 per hour)

**BENEFITS:** This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA)•, Sick time in accordance with Washington State Guidelines, and 14 prorated paid holidays per year.

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### Position Summary:

EPFD/ECA's **Development Assistant** plays a key role in supporting the organization's fundraising and donor relations efforts. Working closely with other members of the Development Team, the Development Assistant is responsible for providing administrative and operational support to ensure the smooth execution of ECA's development initiatives. This includes, but is not limited to, maintaining donor databases, processing donations, generating acknowledgment letters, assisting with special events and campaigns, and building strong relationships with funders and patrons.

The Development Assistant will have strong organizational skills, attention to detail, and the ability to manage multiple tasks in a fast-paced environment. They will work closely with the development team to engage donors, support event logistics, and coordinate communications that contribute to growing ECA's base of support.

Excellent written and verbal communication skills are essential, along with a passion for the arts and a commitment to ECA's mission to enrich the community through arts, culture, and education. By coordinating with various team members and understanding the community connection and impact of our funders and patrons, the Development Assistant contributes significantly to the overall success of ECA's mission. Like all employees at EPFD/ECA, the Development Assistant must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

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

### Essential Functions

#### **Gift Processing and Database Maintenance**

- Process, code, and acknowledge all gifts in a timely manner.
- Create and maintain accurate donor and gift records according to organizational policies and procedures; ensure data integrity through ongoing updates and clean-up efforts; and coordinate with team to review and uplift these procedures.
- Run regular reports on outstanding pledges, matching gifts, and DAFs, and follow up with donors as needed.
- Lead gift reconciliation efforts with accounting.
- Run database queries and reports on request; perform data import/export as needed.

### Special Events Support

- Assist with the logistics and execution of ECA's Gala & Auction and annual sponsorship event.
- As needed support donor cultivation and stewardship events, and sponsor engagement activities.

### Administrative/Department Support

- Prepare the Development Report and Agenda in collaboration with the Development Team for monthly Philanthropy Committee meetings.
- Support the organization's grant tracking and preparation of grant reports as needed.
- Research individual, corporate, and foundation prospects as needed.

### Other

- Attend department, staff, and other development-related meetings, as required.
- Support ECA employees with tasks as needed (e.g., setup and strike of VIP dinners and other events)
- Participate in other projects and duties as assigned.

### PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Strong problem-solving skills to troubleshoot and address issues quickly and effectively.
- Excellent attention to detail and time management skills.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to create and implement systems for process improvement.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Excellent computer skills including MS Office.
- Knowledge of and interest in the performing arts, a plus.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Associate's degree or equivalent combination of education and experience.
- Prior fundraising experience, a strong plus.
- Prior experience using a fundraising or audience CRM, such as Raiser's Edge/eTapestry, Spektrix, or Tessitura, a strong plus.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.

### WORKING CONDITIONS:

This position may have a moderate to high stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may occasionally be required to work outdoors and exposed to the elements (heat, rain, etc.). Valid driver's license and acceptable driving record (if operating company vehicles).

This is a part-time position; hours of work are typically during the standard work week but must be flexible and varied to meet the demands of the events of the department and facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.



- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. Includes prolonged periods of remaining in a stationary position in an office setting and operating a computer.
- May require ability to continuously stand or walk for extended periods.
- May require lifting, climbing, carrying, bending, stooping, squatting, and kneeling for extended periods of time.
- Ability to lift up to 40-pound items, occasionally up to 50+ pounds with or without assistance, while maintaining good balance.
- Ability to work more than 8 hours in a single shift.
- Unexpected interruptions occur often, and stress level is moderate to high.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without accommodation.

#### **APPLICATION REQUIREMENTS:**

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

**Edmonds Center for the Arts is an Equal Opportunity Employer and Affirmative Action Employer.**

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.

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.