

## **DEVELOPMENT ASSISTANT JOB DESCRIPTION**

Part-time: 20-25 hours/week

Flexible hours (must include some daytime hours)

**JOB SUMMARY:** This position is responsible for providing administrative support for the Development Director. This includes clerical details, filing, database management, record-keeping, research assistance, preparing mailings and correspondence. Supporting fundraising and special events as needed.

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### **CRITICAL AREAS OF RESPONSIBILITY**

- Inputting all donations into Tessitura database, including individual, website, pledges, grants, and foundations.
  - Maintaining and downloading reports from all donation websites and portals, including PayPal, Matching Gifts, etc.
  - Emailing donation reports to senior leadership weekly.
  - Keeping detailed records about donor activity, history and information
  - Compiling lists and mailing of annual fund emails and letters
  - Creating and mailing weekly acknowledgment of contributions, thank you letters, and benefits to donors
  - Maintaining up-to-date, accurate, and complete files for individual acknowledgment letters, thank you letters, major gifts, corporate contributions, sponsorships, grants, programming and donation materials.
  - Providing administrative support in compiling information for government and foundation grants
  - Fundraising record-keeping and database development
  - Assisting with special events
  - Complete quarterly donation reconciliations with the finance department.
  - Assisting with the research of potential contributors
  - Contributing to the overall efficiency of the Development Department
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### **PERFORMANCE STANDARDS**

- Donation/solicitation mailings are executed in a professional and timely manner
- Excellent communications with Development Director, board members, artistic and managing directors and staff
- All correspondence is handled in a professional and timely manner, and contributors are acknowledged within 48 hours of receipt of a contribution

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- Record-keeping is organized, comprehensive, up-to-date and easily accessed
  - Databases are kept up-to-date in an accurate, complete and timely manner
  - Research assistance is thorough and proficient
  - Exhibit ability to work under pressure with pleasant and positive attitude
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### **QUALIFICATIONS**

- Bachelor's degree preferred
  - A minimum of two years experience in data entry and/or donor/ticketing databases, knowledge of Tessitura database preferred
  - Strong attention to detail and experience in detail-oriented positions.
  - Demonstrated interest in fundraising for the arts and/or arts management for theatre through previous study or work experience
  - Proficiency in Microsoft programs (Word, Excel, Powerpoint) and the Google Suite.
  - Knowledge of bookkeeping, fundraising, and/or finance practices are a plus
  - Good verbal and written communication skills.
  - Ability to thrive in a fast-paced, team-oriented environment.
  - Multitasking, organizational and time management skills, including ability to work independently
  - Ability to handle confidential matters with utmost integrity
  - Full COVID-19 vaccination required
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### **HOURS AND COMPENSATION**

- Part-time 20-25 hours per week, flexible day-time hours
- Ideal candidate will work both remotely and in person, schedule to be determined as the theatre re-opens for live performance. Weekly report of hourly work required.
- \$15/hr. Free tickets to all shows.

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*Horizon is committed to anti-racism in its programming, operations, and practices and to a diverse, inclusive, and equitable work environment. Members of underrepresented groups, including Black, Indigenous, and people of color, are encouraged to apply.*