



Job Description – Development Assistant

Reports to: Director of Development + Communications

Employment Status: Part-time (approximately 25-29 hours/week)

Summary:

Artspace, a non-profit visual arts center inspiring innovation through opportunities to experience the creative process and engage with artists, seeks a dynamic and knowledgeable part-time Development Assistant.

The Development Assistant supports the Director of Development & Communications in planning and implementing development strategies for organization fundraising. This is achieved through database management, donor and member correspondence, and grant writing. The Development Assistant also supports the President & CEO as needed.

Primary Responsibilities:

- Maintain constituent database.
- Coordinate donor and membership mailings and stewardship activities, including fulfillment of benefits, renewal reminders, and special appeal letters.
- Assist with member, donor, and prospect cultivation events.
- Grant writing and research.

Details of Duties:

Grants

Prepare grants for submission to local and national agencies. Write narratives, interim and final reports, and compile supplemental materials and promotional information. Maintain the grant calendar and update deadline dates. Research new grant opportunities that are in line with current programs and exhibitions.

Donor/Member + Database Management

Schedule and create donor and membership mailings including membership enrollment letters, thank you letters, and end of year tax letters. Maintain donor and member info in database by recording grants and foundation monies; recording donations and memberships; and ensuring that all correspondence is being tracked in the database. Create reports from database information as needed.

Events

Assist as needed with special events including donor receptions and others as necessary. Event management includes securing donations for food and drink, mailing invitations and reminders, coordinating vendors, and being present during the events.

Qualifications:

A Bachelors degree (preferably in arts administration or non-profit management) and experience with annual funds, memberships, and grant writing required.

The ideal candidate is someone who shows initiative, is energetic, imaginative and highly organized. Strong organizational and computer skills necessary. Competency with Microsoft Office and Neon or other donor management software required. Candidate should have exceptional communication skills and must handle multiple projects simultaneously and have an interest in working in an active office environment. Candidate should be knowledgeable about the visual arts and be attentive to detail. Involves occasional weekend and evening hours.

Salary range is \$12-\$14/hour. Opportunities for professional growth and development.

Artspace is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.

To Apply:

Send cover letter, resume, and 3 reference contacts to: Development Assistant Search Committee, Artspace, 201 E. Davie Street, Raleigh, NC 27601 or email jobs@artspacenc.org. Please no phone calls or email inquiries regarding the position or application status.