

Development Assistant

Assist rapidly growing Development Department with a variety of fundraising activities.

Responsibilities include but are not limited to:

- Gift processing with acute attention to detail
- Database management
- Membership program support
- Grant writing (requests, reports) support
- Collecting testimonials for donor-centered storytelling content
- Donor/foundation research
- Procurement of in-kind gifts
- Ordering supplies

Database management experience, preferably Salesforce, required. The first several months of the position will have an emphasis on managing a database transition. General Development experience desired.

10 hrs/week, with flexibility on timing of hours in office. Occasional night/weekend work at events required. Opportunity for additional hours approximately 4 weeks/year. Competitive hourly rate.

Please send cover letter, resume and a minimum of one professional reference to:

Jill Callahan

Director of Development

jill@artassociation.org