



Clay Art Center Development Assistant Job Description

Position: Development Assistant, part time, entry level. (This is a temporary role through August 2018, with the potential for extension)

Time Commitment: 10-15 hours a week. Require flexibility for evening and weekend work.

Location: Port Chester, NY

Reports to: Development Manager

Clay Art Center seeks a part time, temporary Development Assistant to contribute to the vitality of Clay Art Center by assisting the Development Manager and Executive Director with the administrative tasks involved in all aspects of fund development and related activities.

Scope and Impact

The Development Assistant plays an important role by providing administrative support to the Development Office in order to implement and support the necessary infrastructure to bolster Clay Art Center's fundraising capacity. Regular work includes managing donor and demographic data, volunteer tracking, prospect research, grant research, and assists in implementing our membership program, fundraising campaigns and special events. The development assistant will process, track and acknowledge pledges and contributions and will conduct research, analyze data and compile reports on current or prospective donors using our donor database. Other duties include managing donor lists, and preparing materials for invitations, solicitations and newsletters.

Principle Duties Include:

- Maintain donor database (Salesforce), ensuring accuracy of records.
- Process and track donations, and prepare acknowledgement letters and other correspondence.
- Grant research
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Prepare and assemble print collateral for media and donor kits
- Assist in crafting communication of CAC mission and vision to raise awareness and inspire increased engagement and support from donors.
- Coordinate direct mailings (annual appeal, etc.).
- Create monthly fundraising reports and other database reports as needed.
- Assist in coordinating fundraising activities and cultivation events
- Other duties as assigned by the Development Manager or Executive Director.

Experience and Skills

- Associate's or bachelor's degree in a related field preferred
- 1-2 years' experience in an administrative position, preferably in not-for-profit development
- Proficiency in Microsoft Word, Excel, PowerPoint
- Database management experience (aka Salesforce) preferred
- Excellent verbal and written communications skills
- Ability to organize and prioritize work, and work independently with little supervision
- Ability to collaborate with staff, volunteers, artists, and others to build support for CAC
- Excellent interpersonal skills. Outgoing, sense of humor, flexible and goal oriented, ability to set priorities and work professionally in a multi-faceted arts organization with diverse constituents.

Salary = \$12-\$15 per hour.

To apply, please submit a cover letter and a résumé by email (no phone calls, please) to:

Wendy Weinstein, Development Manager, wendy@clayartcenter.org

Clay Art Center is a nationally recognized 501c3 not-for-profit ceramic art organization offering exhibitions, clay classes for adults and children, studio spaces for clay artists and outreach programs in the community. EOE Employer. 914-937-2047. www.clayartcenter.org