



Clay Art Center

Position: Administrative Assistant

Hours: 40 hours per week

Location: Clay Art Center, Port Chester, NY (onsite)

Pay: \$40,000

Clay Art Center seeks an Administrative Assistant to support the Executive and Development Offices. This position works with the Development Director on all aspects of fund development and gift processing and with the Executive Director on administration for Finance, HR, Operations, as well as the Volunteer and Artist Program. This role plays an important part in ensuring the efficient operation of the organization. Through exhibitions, studio practice, adult and youth education, and community outreach, we bring the joy and the art of clay to individuals of all ages, backgrounds and abilities.

Development Duties Include:

- Daily entry of all member and donor gifts
- Prepare reports, mailing, and email lists
- Generate donation acknowledgement letters and related correspondence
- Maintain and update database records
- Conduct preliminary research on prospective corporate partners, foundations, and individual donors
- Help craft messaging for fundraising campaigns with Development and Marketing Directors
- Work with Development Director and Event Committees to plan and execute annual fundraiser and occasional other special events including updating and maintaining third party event platform
- Maintain fundraising webpages
- Prepare and assemble print collateral for donor meetings
- Attend meetings as needed; including being responsible for report preparation and minutes
- Manage membership program
- Maintain Development calendar including grant application and report deadlines

Executive Office Duties Include:

- Assist in the recruitment and onboarding process, including posting job openings, scheduling interviews, and conducting background checks.
- Maintain employee records and ensure accuracy and confidentiality as needed.
- Process invoices and administer outgoing payments weekly
- Provide support for financial data entry to Program Coordinator
- Support document requests for annual audit
- Assist in data entry, filing and document management as needed
- Assist in maintaining office supplies and equipment
- Respond to inquiries from staff and external partners in a professional and timely manner
- Collaborate with colleagues on special projects and initiatives as required
- Oversee monthly credit card reconciliation

Volunteer Program Duties Include:

- Coordinate with staff to manage volunteer needs and place volunteers approximately 2-4 times per month
- Respond to volunteer inquiries and maintain active volunteer list

- Coordinate offsite clay event volunteers and logistics 3-5 times annually

Artist Program Duties Include:

- Communicate with prospective artists, organize tours, and oversee waitlist
- Provide logistical support for application process
- Support onboarding process for new artists
- Maintain artist webpage and documents

General Duties Include:

- Provide back-up for the front desk when needed
- Other duties as assigned by the Development Director or Executive Director

Experience and Skills

- Proficiency in Microsoft Word, Excel, PowerPoint, Google Docs and Google Sheets
- Comfortable with CRM databases and data entry; experience with Salesforce a plus
- Experience with web design preferred; experience with Squarespace a plus
- Excellent verbal and written communications skills
- Flexibility to work occasional evenings and weekends for programs and events
- Ability to collaborate with staff, volunteers, artists, and others to build support for CAC

Benefits: Clay Art Center offers paid vacation and sick leave; Health, Dental and Vision insurance; Matching 401k plan; opportunity to take free ceramics classes.

This position requires someone available to work onsite at Clay Art Center. Some work may be required on evenings and weekends for events and gallery openings.

To Apply: Submit cover letter and resume to: Emily Peck, Executive Director: emily@clayartcenter.org (no phone calls)

Clay Art Center encourages applications from diverse candidates. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, citizenship, age, disability or military or veteran status, or any other legally protected status. Clay Art Center is an Equal Opportunity Employer.

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.