



Development Assistant Job Description

Position: Development Assistant, part time, entry level.

Time Commitment: 20 hours a week. Require flexibility for evening and weekend work.

Location: Port Chester, NY

Pay: \$15/hour

Scope and Impact

Clay Art Center seeks a part time Development Assistant to contribute to the vitality of Clay Art Center by assisting the Development Manager with the administrative tasks involved in all aspects of fund development. The Development Assistant plays an important role by ensuring the continuous, efficient and smooth operation of the Development office. This is an exciting opportunity for an entry-level professional to join our dedicated, creative team and support this unique center for the ceramic arts. Through exhibitions, studio practice, adult and youth education, and community outreach, we bring the joy and art of clay to individuals of all ages, backgrounds and abilities.

Principle Duties Include:

- Maintain fundraising database, including timely gift processing, report generation and tracking
- Generate donation acknowledgement letters and related correspondence
- Conduct preliminary research on prospective corporate partners, foundations, 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 and ensure consistent messaging in alignment with CAC brand.
- Coordinate direct mailings (annual appeal, etc.)
- Other duties as assigned by the Development Manager or Executive Director.

Experience and Skills

- Post-secondary education or work experience in related fields (Non-profits, Fundraising, Arts Management)
- Proficiency in Microsoft Word, Excel, PowerPoint, Google Docs and Google Sheets
- Comfortable with CRM databases and data entry; experience with Salesforce highly desired
- Excellent verbal and written communications skills
- Demonstrated ability to maintain confidentiality of privileged information at all times
- 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 work professionally in a multi-faceted arts organization with diverse constituents.

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