

ZEITERION PERFORMING ARTS CENTER

Job Title: Development Assistant
Department: Development
Reports to: Senior Director of Development
Job Type: Part Time
Pay Rate: \$15 per hour; 20 hours per week

About The Z

The Zeiterion Performing Arts Center (The “Z”) is a non-profit whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel valued in our employ, in our seats and on our stage.

Position Overview

The Z’s Development Assistant helps to advance the mission of the organization by providing excellent and energetic fundraising support. The Development Assistant plays an important role by providing administrative support to the Development Department. This part-time staff person reports to the Senior Director of Development and supports the Development Manager.

Responsibilities:

- Provide accurate and timely processing of gifts and acknowledgment letters
- Continually update donor records in the database, and all other associated filing and record keeping
- Support administrative details associated with Development Committee meetings
- Assist in the retention of donors using superb customer service and relationship development skills
- Assist in preparation and execution of special events related to fundraising, cultivation, and stewardship
- With direction, assists in the production and update of fundraising materials
- Help lead the coordination of the mailing process for all membership drives, annual appeal, and event materials, as well as any follow-up correspondence to attendees
- Other duties as assigned by the Senior Director of Development or Development Manager

Qualifications:

- Non-profit experience, preferably in membership, fundraising, or customer service.
- Passion for the performing arts and the mission of The Z.
- Energetic self-starter, able to work independently and as part of a team.
- Excellent written and verbal communications skills, with specific experience in customer service.
- Proficiency with Microsoft Word and Excel, knowledge of and experience with web and social media, and familiarity with CRM software.
- Ability to work evening and weekend hours when necessary.

How to apply:

- Send resume to Senior Director of Development, Nicole Merusi at nmerusi@zeiterion.org