Job Description
Development Assistant

Job Title: Development Assistant
Department: Development
Reports to: Director of Development
Job Type: Part-Time (24 hours per week), Non-exempt
Salary Range/ Pay Rate: $21/hour

About The Z:

The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization 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.

POSITION OVERVIEW

The Zeiterion’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 Director of Development and supports the Donor Engagement and Events Manager, as well as any other Development staff.

RESPONSIBILITIES:

- Provide accurate and timely processing of donations, grants, sponsorships, and other contributed income.
- Manage a timely system of gift acknowledgment.
- Continually update member and donor records in the database, and all other associated filing and record keeping.
- Support administrative details associated with various meetings.
- Assist in the retention of members and 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 campaigns, annual appeal, and event materials, as well as any follow-up correspondence to attendees.
- Other duties as assigned by the Director of Development or Development Management staff.

QUALIFICATION REQUIREMENTS:

- Non-profit experience preferred, especially in Development/Fundraising.
- Experience with business admin, filing, and/or data entry.
- 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 Customer Relationship Management software (e.g. Salesforce, Blackbaud, SRO).
• Ability to work evening and weekend hours when necessary.
• Experience in the arts and/or a passion for The Z’s mission preferred.
• Experience with or an interest in participating in the The Z’s ongoing work around equity.

HOW TO APPLY

• Send resume or request an application at careers@zeiterion.org.

EQUAL OPPORTUNITY:

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 safe and seen in our employ, in our seats and on our stage.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The role entails sitting at workstation and use of a keyboard for long periods of time.
• The role includes onsite work and remote work, as required.
• The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams.
• The Z is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity.