

Development Assistant

We are seeking a part time Development Assistant. Position will initially work 24 hours per week with the possibility of additional hours moving forward. Preferred schedule is 3 full days a work week (8 hours per day). Reporting to the Sr. Manager, Projects & Database Operations and the Director of Events, the selected candidate will have the capacity to work well with, and interact with the development team, YoungArts staff and external constituencies, including donors and prospects.

- Assist with data entry in the eTapestry donor database, including contact updates and donor notes
- Process contributions and pledges in accordance with organization procedures (including submitting documentation to Finance, and booking gifts and pledges into eTapestry donor database)
- Process credit card charges received via mail, phone, or email
- Send a daily Booked Gift Report to Development staff and other reports as needed
- Maintain hard copy files and electronic filing system
- Assist with processing and mailing contribution acknowledgements
- Maintain the Development Calendar
- Prepare agendas and take minutes for weekly Development Staff Meetings and ER/Development Cross-Departmental Meetings
- Provide on-site assistance at YoungArts events, including the annual YoungArts Backyard Ball and other programming throughout the year
- Provide in-office event support during the planning phase of ongoing YoungArts events

Job Requirements:

- Excellent computer skills. Experience with Blackbaud software is a plus.
- Personable and outgoing
- Precise and thorough in work product
- Excellent writing and communications skills
- Poised and comfortable working with a diverse group of donors and constituents
- Enthusiastic and happy in a fast-paced environment with changing priorities
- Some evening and weekend work required due to event schedule
- Development Department or fundraising experience preferred
- Passion for the arts helpful but not required
- Ability to multitask and work on multiple projects at once
- Excellent follow up skills are a must

Please send resume with cover letter including hourly pay requirement in one continuous WORD or PDF document to hr@youngarts.org.