

DEVELOPMENT COORDINATOR & EXECUTIVE ASSISTANT



Position Opening June 2018

Status: Exempt

POSITION SUMMARY

The Development Coordinator & Executive Assistant position provides a dynamic opportunity for someone transitioning into the arts to learn industry trade from a seasoned Executive Director and a Certified Fund Raising Executive. This position reports to the Executive Director and coordinates all of her meetings and contacts. This position also reports to the Senior Director of Development and executes fundraising and stewardship events, manages the young professionals group, and coordinates gift acknowledgments.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Provide office management and computer support to the Executive Director.
- Coordinate Executive Director's calendar and schedule her phone calls, meetings and events.
- Update and maintain Executive Director's email distribution lists.
- Assist Executive Director in managing to-do lists and following up with relevant staff and Board members.
- Maintain filing/archival system for Executive Director's office.
- Assist President of Board of Directors in all administrative tasks required for Board meetings.
- Track and distribute Board report card.
- Execute cultivation and stewardship events according to calendar.
- Assist Senior Director in implementing major fundraiser.
- Develop and manage Encore! Partners, the young professionals group.
- Create and send monthly e-newsletter to all donors.
- Write and coordinate mailing of all acknowledgment letters for gifts to annual fund and events.
- Coordinate thank you phone calls from Senior Director, Executive Director, and Board members for all gifts on weekly basis.
- Represent Dallas Black Dance Theatre at community events and performances as required.
- Other duties as assigned.

REQUIRED SKILLS

- Excellent oral and written communication skills, especially in persuasion.
- Strong organizational skills and proven ability to manage multiple projects concurrently.
- Ability to be flexible in working independently and collaboratively on projects.
- Ability to work effectively in a small, fast-paced, and complex organization.
- Ability to work occasional nights and weekends for performances and donor events.
- Bachelor's degree required; Master's degree preferred.
- Minimum of 1 year professional experience, fundraising or administrative experience preferred.
- Proficiency with Microsoft Office Suite required.
- Experience with donor database preferred.

Please email cover letter, resume, and salary requirement with Dev Coord & Exec Asst in the subject line to k.vogel@dbdt.com by June 30, 2018. Principals only; no employment agencies. No phone calls please.