

Job Title	<b>Executive Development Assistant</b>
Reports to	Executive Artistic Director
FLSA Status	Non-Exempt
Date Prepared/ Revised	July 20, 2017

Dedicated to supporting creative risks taken by artists from diverse genres, cultures and perspectives, Performance Space 122 (PS122) presents and commissions works that challenge the boundaries of live performance. PS122 is an innovative local, national and global leader in contemporary performance.

Reporting directly to the Executive Artistic Director (EAD), the Executive Development Assistant is responsible for providing administrative assistance and professional level support to the EAD with a special focus on Development and Fundraising.

## RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to, the following:

- **Individual Giving:** Maintain Individual Giving records and data including profiles and relational data; research and identify new prospects; support the EAD and Board in cultivating new donors and Board Members; provide support for high level donors as necessary; identify and implement strategies for donor retention.
- **Special Events:** Schedule, organize and execute several cultivation events throughout the year including receptions, dinners and other activities; organize and execute the annual gala which includes an online and live auction; track income and expenses for all events.
- **General Administration:** Assist the EAD with administrative tasks including scheduling appointments, supporting Board initiatives, committees and meetings; attend weekly staff meetings and communicate the status of all ongoing activity to staff.

Working Conditions:

- Maintain standard office hours, Monday – Friday 10am-6pm.
- Possibility of attending evening, weekend, and early morning meetings and evening functions, as required.

## REQUIRED QUALIFICATIONS

- Bachelor's Degree or equivalent work experience.
- Understanding of development and fundraising in the nonprofit sector
- Excellent oral and written communication skills, interpersonal and organizational skills.
- Detail-oriented and capable of managing concurrent deadlines.
- Ability to work well with a wide variety of people and to maintain confidentiality.
- Experience with event organization.
- Proficient with Microsoft Office Suite (Word, Excel, Power Point) and Google Docs, Sheets; database programs.

## PREFERRED QUALIFICATIONS

- Bachelor's Degree in arts administration, nonprofit management, or business; or equivalent work experience.
- Professional experience in a non-profit arts organization or creative agency working in development or philanthropy.
- Administrative/office management experience in the nonprofit sector.
- Experience with OvationTix or similar data/ticketing programs.
- Experience producing large scale fundraising event such as a gala

Performance Space 122 is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in contemporary performance are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

## **TO APPLY**

**Please send resume, cover letter and at least two references to [office@ps122.org](mailto:office@ps122.org) by August 11, 2017. No phone calls please.**