

Development Associate - Administrative

Duties and Responsibilities

1. Gift processing and acknowledgment
2. Manage donor database and produce weekly/monthly/annual financial reports
3. Assistance with donor research and data collection
4. Provide assistance in email writing and image creation for development campaigns
5. Meeting preparation, including informational packet production
6. Some attendance at events and activities

Knowledge, Skills and Abilities

1. Demonstrable experience at a high skill level with Microsoft Word, Excel and Google suite
2. Demonstrable experience with databases and above average skills conducting mail merges
3. Highly organized and detail oriented, with the ability to understand and run reports
4. Ability to effectively balance management of multiple current projects with awareness of longer-term project timelines
5. Exemplary verbal, written and interpersonal communication skills are required

Education and Experience

1. Minimum educational requirement: demonstrated completion of an associate degree, or currently working toward an undergraduate degree from an accredited institution of higher education
2. Background with administrative functions and basic bookkeeping
3. Familiarity and experience with CRM software will be considered a plus
4. Experience with Adobe design programs or Canva will be considered a plus
5. Experience as a gift processor with reputable non-profit organizations will be considered a plus
6. Prior experience in non-profit arts organizations is preferred

Work Standards

1. Consistent demonstration of personal accountability, integrity, initiative and commitment to IBT's mission is expected
2. Demonstrable on-going mutual respect for internal and external colleagues is required
3. A work process that includes a personal emphasis on innovative problem solving through collaboration is essential
4. An ability to gracefully handle challenges in the context of a fluid and typically fast-paced daily work flow is vital

Other

- Reports to: Annual Fund Manager
- Supervisory responsibility: None
- Compensation: Part-time, hourly
- Work-from-home eligible: Hybrid - must be on-site for donor acknowledgement preparation
- Working hours: Approx 20 hr/week. Agreed weekly schedule
- Physical requirements:
 - Must be able to stand for long periods of time (at least one hour)
 - Must be capable of walking up and down stairs/inclines
 - Must be able to periodically lift items of up to 20lbs.
 - Must be able to assist others in cases of emergency