



DEVELOPMENT ASSISTANT (PART TIME) JOB DESCRIPTION

GENERAL JOB DESCRIPTION:

The Development Assistant is a part-time and non-exempt (i.e. entitled to overtime) 20-25 hr/week position with potential room to grow.

The Development Department at Danspace Project is responsible for raising funds to support Danspace operations, long-range institutional growth, and programming activities.

The Development Assistant provides general administrative, database, event staffing and communications support for the Development Department, with a primary focus on Individual Giving campaigns and Special Events, such as the annual gala and upcoming 50th Anniversary celebrations. This position may occasionally include weekend and evening hours for events.

The position reports directly to the Director of Development and also works in close collaboration with the Executive Director & Chief Curator (ED/CC).

TASKS AND AREAS OF RESPONSIBILITY:

INDIVIDUAL GIVING

- Provide administrative support in all areas of individual giving (two annual campaigns, Membership, Leadership, and Board constituencies), including:
 - maintain a schedule for campaign timelines
 - assist in the execution of print and digital solicitations & communications
 - track, record, and update donor activity in database
 - execute donor acknowledgements
 - administer donor benefits including ticket reservations & gift fulfillment

SPECIAL EVENTS

- Provide administrative and production support in all areas of special events (annual Gala, receptions, etc.), including:
 - maintain a schedule for special event timelines
 - assist with correspondence for invitations, committee and event participants
 - assist in the execution of print and digital invites and programs
 - process RSVPs, donor tracking, and donor acknowledgements
 - track and organize event inventory (supplies, beverages, servingware, etc)
 - work across departments to coordinate and communicate special event activities
 - provide on-site support for delivery organization and staffing events, including some evening and weekend activity

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Danspace Project

DEPARTMENT AND CROSS-ORGANIZATION

- For general Development needs, assist with securing work samples including video, photo and press.
- Maintain cross-department databases/platforms: update profiles and records, design and generate reports, and migrate data to consolidate database platforms (current project).
- Assist with timeline keeping, note taking and meeting organization for the 50th Anniversary, launching Spring 2024 and throughout the 2024-25 season.

Danspace Project 12-07-2023