



California Center for the Arts, Escondido

Donor Relations Assistant

Job Announcement

The California Center for the Arts, Escondido (the Center) is seeking a highly motivated, energetic, and organized Donor Relations Assistant to be a part of the Center's Philanthropy and Community Engagement team!

About the Center

The Center is a non-profit organization presenting a rich and diverse array of artistic and cultural offerings. Through arts in education, quality programming, affordable rental facilities, and low-cost and free performances, the Center is able to enrich the lives of the community it serves.

With a mission of bringing people together to discover, create and celebrate both the visual and performing arts, the California Center for the Arts, Escondido is the cultural center of North San Diego County.

About the Role

In this role, the Donor Relations Assistant will support all fundraising activities and donor relations as well as performing administrative duties for the team.

The Ideal Candidate for this Position will:

Possess strong customer service skills.

Be self-motivated.

Have the ability to work in a fast paced environment with frequent interruptions and a high degree of public contact by phone and in person.

Have excellent communication skills in interacting with our donors, patrons, staff and volunteers; the ability to communicate clearly and concisely in a positive manner, using tact and discretion.

Possess strong oral and written skills with use of good grammar.

Have intermediate knowledge of Microsoft Office Suite.

Establish and maintain positive and effective working relationships with coworkers, supervisors and volunteers.

If you are the ideal candidate and reasonably meet the outlined expectation of experience and qualifications mentioned in the job description, submit your Resume and Letter of Interest for consideration.

Apply directly at <https://caae.bamboohr.com/jobs/view.php?id=24>

Application deadline: Monday, January 9, 2017

Job Description

Department:	Philanthropy & Community Engagement
Supervisor:	Community Engagement Manager
FLSA Status:	Part-time/Full-time, Non-Exempt (30-40 hours per week, depending on season)
Terms of Employment:	At Will
Annual Salary:	\$13-\$16 hourly rate. All employee benefits apply.

Position Objective:

This position provides support for fundraising activities and donor relations as well as performing administrative duties for the Philanthropy & Community Engagement department, Executive Director, and Director of Human Resources.

Duties and Responsibilities:

Key duties and responsibilities include, but are not limited to:

Donor Relations/Events Duties:

- Assist donors/members with purchase of tickets, parking needs, event rsvp's, and other donor inquiries
- Assist Community Engagement Manager in engaging new donors/members by coordinating Center tours, visits, Museum activities, special events, etc.
- Work with Conference Center team to coordinate donor/membership events, including Cal Clubs, Museum receptions, and the Women's Arts Council; assist with coordination of annual fundraiser
- Participate in various in-house meetings: Philanthropy Committee, Event Management, and others as needed
- Staff membership table at Center-presented performances, events, or festivals, as needed
- Assist with special mailings such as stewardship items, appeals, invites, brochures, etc.
- Coordinate materials and information for VIP 'Box 6' guests, including providing membership materials, sponsorship materials, and ensuring box host has all needed information
- Prepare various reports as requested using databases and spreadsheets
- Provide printing, clerical, and administrative support to department staff including correspondence, invoice processing, event materials, ordering office supplies, and assisting with donor-related projects.
- Serve as back-up for Community Engagement Coordinator (due to time off, sick days, etc.)

Front Desk/Administration Duties:

- Answering phones and greeting guests at our front desk
- Being familiar with daily Center events/schedule
- Processing mail: date-stamping and distributing incoming mail; taking mail to post office
- Work with Finance team to ensure all USPS accounts and permits are current
- Coordinate supplies and prepaid postage for postage meter
- Ordering office supplies monthly and purchasing stamps as needed
- Organize the department work areas and office supply storage area
- Provide clerical/administrative support for Executive Director and Director of Human Resources, as requested

- Administer employee applications, including distribution and collection
- Recruit, train, and coordinate Center volunteers for front desk assistance
- Processing all incoming in-kind requests (approximately 10 per month)
 - Creating certificates and cover letters
 - Tracking donations on spreadsheets
- Record and track in-kind donations received
- Other duties as may be deemed necessary by the direct supervisor and Administration team.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent written, communication, interpersonal and customer service skills.
- Ability to proofread.
- Strong attention to detail and ability to accomplish multiple priorities in a fast-paced work setting.
- Computer skills with the ability to use various programs including Word, Excel, PowerPoint, email programs, and the Internet.
- Demonstrated interest in the performing and /or visual arts is preferred but not required.
- Familiarity with a variety of office equipment to include, copy and facsimile machines, calculators, personal computers, and multi-line phone system.

Other Essential Requirements are to:

- Integrity – *Think and act ethically and honestly. Take responsibility for his/her actions.*
- Customer Orientation – *View the organization through the eyes of the customer.*
- Team Player – *Support the larger organizational and team agendas more than personal goals.*
- Communicativeness – *Actively and openly seek and share information.*
- Self-Objectivity – *Know personal strengths and limitations and work towards improving self.*
- Positive Impact – *Make a positive impression; be optimistic and enthusiastic; energize others.*
- Drive/Energy – *Be passionate about the work; continue to produce in exhausting circumstances.*
- Problem Solving & Decision Making – *Be resourceful in finding ways to improve things*

Education and Experience:

Customer service/administrative experience required. 1 – 3 years of experience in a non-profit, government, marketing, or sales department preferred. College education and events experience preferred but not required.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move 20 pounds.
- Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The workspace is in an office and front desk environment. Noise levels vary, but can be moderate to high during programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor events. Temperature levels may include hot, cold, and mild. The noise level in the work environment may be low, moderate, and at times may be high.

Note:

The Center is committed to a drug and alcohol free workplace. All employment offers are contingent upon successful completion of a drug screen and background investigation. The Center participates in E-Verify.

California Center for the Arts, Escondido is committed to creating a diverse environment and is proud to be an equal opportunity employer.