

Job Title: Development Assistant – Donor Stewardship and Events Coordinator

Schedule: 8 hours per week – available to work year-round preferred

Pay Rate: \$13.75 per hour

Job Description:

Cal Performances' Development Office is seeking a part-time development assistant to assist with event coordination and donation stewardship.

The successful candidate will be a dependable self-starter who is detail oriented, has strong database facility, as well as a strong interest in the performing arts. Must be able to work some evenings, weekends and to attend performances as required.

Primary Responsibilities include:

Donor Stewardship:

- Assist in execution of all department mailings
- Maintain donor files and create new donor files as needed
- Update donor records in Tessitura and CADS on an as-needed or requested basis
- General departmental support

Event Support:

- Create and distribute event invitations.
- Assist in the creation of event briefings to be distributed prior to events.
- Track and log event RSVPs; respond to donor requests as necessary over the phone and email.
- Create and organize event materials, including nametags and clipboards for staff.
- Pull attendance reports and create guest lists.
- Create and set-up signage.
- Maintain development event calendars.
- Event Support & On-site event coordination:
 - Serve as the liaison with front of house staff; prep for event duties and provide them with necessary documents.
 - Coordinate with caterers; place and accept deliveries and deliver materials/beverages.
 - Set up events; moving tables and arranging catering and décor elements.
 - Ensure a smooth experience for guests by working with sound technicians and catering staff, and managing details during the event.
 - Help staff donor events including set up of event space, check in tables, etc.
 - Break down events; disposing of catering, securing beverages, returning décor elements to storage.
- Availability to assist with Gala-related assignments, and work Gala at the Greek on Sunday, September 23, 2018.
- Other duties to support the Development department as assigned.

Qualifications:

- Passion for and interest in the performing arts/non-profit organizations
- Experience with event management/coordination
- Outstanding time management and efficiency with careful attention to detail.
- Ability to work independently, take direction, and function as a member of a team; excellent problem-solving skills and attention to detail
- Excellent written and verbal communication skills; strong customer service and interpersonal skills
- Ability to exercise flexibility, initiative, good judgment, and discretion. Ability to maintain confidentiality.
- Excellent computer skills and facility with Excel, Word, and database programs.
- *Preference for design experience in Adobe Suite.*
- Availability to work a minimum of three 2-3 hour blocks of time on weekdays, between the hours of 9am – 6pm
- Availability to work some nights and weekends as required. Schedule provided in advance.
- Condition of employment requires the ability to successfully pass background investigation.

To apply: Send resume and cover letter to Jamie McClave at jmcclave@calperformances.org. Please specify "Development Assistant" in the subject line of email and state if you have work study or not within the body of the email.