



Position Title

Development Assistant

Job Description

This position affords the opportunity to work in a highly creative environment while honing the administrative and project skills that are key in the fields of museum education and/or arts administration. The ideal candidate will be experienced in handling a wide range of administrative, executive support, and development related tasks, and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible, and enjoy the administrative challenges of supporting a growing non-profit organization. He/she will participate in a wide range of projects identified as priorities by the Grants and Foundation Manager.

Crucial to this role are the ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, and doing so with a high level of professionalism and confidentiality. Expert level written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

Classification

Part-Time; occasional evenings and weekends required.

Supervisor

Grants and Foundation Manager

Qualifications

- Bachelor's degree or equivalent, one to two years of experience working for a cultural institution.
- Keen passion for contemporary arts.
- Creative problem-solver.
- Collaborative and eager to work in a team-driven environment.
- Organized and process-oriented when managing multiple projects.
- Excellent oral and writing skills, including attention to grammar and spelling. Ability to create persuasive outreach letters and other communications.
- Excellent organizational abilities and strong attention to detail.
- Working knowledge of Apple OSX, MS Office Suite (Word and Excel), and Google Apps, as well as comprehension of basic cash register operations.
- Experience with Donor Perfect, and/or MailChimp is preferred.

RESPONSIBILITIES

Development Administration

- Maintain and update mailing lists in MailChimp, and biographical and financial donor information in DonorPerfect.
- Research, compile, assimilate, proofread, and edit correspondence, documents, and reports for department heads as needed.
- Draft correspondence and stewardship materials for Development department, including acknowledgement donation letters, and emails to donors, members, and foundations.
- Assist with donor cultivation and stewardship for MOCAD's fundraising campaigns: the Annual Fund and Future Fund.
- Organize physical and digital Development files.
- Perform additional administrative tasks as assigned.

General Administration

- Provide research, administration, programmatic support and coordination for Executive Director, including but not limited to:
 - a) Plan, schedule, and coordinate meetings, appointments, conference calls, itineraries, and travel.
 - b) Assist in the management of the Executive Director's schedule and calendar.
 - c) Ensure that proper administrative records are kept and files are maintained in an orderly fashion
- Coordinates special department projects with internal and external collaborators, vendors and/or consultants as needed.
- Contribute to the conceptual development and logistical implementation of large-scale projects in a variety of collaborative teams.
- Assist with the coordination of the New Wave + Collectors Circle membership group activities and events.
- Coordinate the hospitality for visiting artists, curators, and special guests.
- Help to develop and generate promotions, ideas, and redesign for revenue generating departments.
- Assist with the coordination and execution of MOCAD's annual gala + art auction
- Provide event and logistics support for fundraising and special public programming events.
- Perform additional duties as assigned.

If you are interested in applying for this position, please email your resume and cover letter to hr@mocadetroit.org.