

JOB OPENING: Development Assistant

Reports to: CEO

Location: Council Bluffs, Iowa

Application Deadline: January 3, 2019

Compensation & Benefits: \$35,000 to \$38,000 annual salary.



POSITION SUMMARY:

We are seeking a candidate who has a knack for development work, a passion for arts nonprofits and a desire to be part of a vibrant arts community. The Development Assistant will work closely with the CEO for planning, organizing and directing all of Pottawattamie Arts, Culture and Entertainment (PACE) fundraising including, the major gifts program, annual giving, planned giving, grant writing, special events and capital campaigns.

We provide a dynamic, fast-paced work environment, a fun team to work with and a positive workplace for supporting your career development.

JOB RESPONSIBILITIES:

- Work with the CEO to create an annual fundraising plan.
- Mapping donor relationships and creating donor prospect and action plan reports.
- Meet prospective donors and supporters on a continual basis to establish effective communications.
- Work with the CEO to grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking efforts including research, proposal writing and reporting requirements.
- Maintain contact with and write grant proposals for foundations, corporations and government grants.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Assist with processing, tracking, invoicing and reconciling pledges and pledge payments, working with appropriate staff.
- Develop and update written guidelines for gift processing procedures including entering gifts, processing thank you letters and running reports.
- Coordinate fundraising special events, including a major annual event.
- Work closely with the CEO, CCO and Board of Directors.
- Create development reports to the Board and other agencies.
- Work with the CEO and Board Governance Committee to identify new board prospects.
- Make public appearances/accept speaking engagements to share information about PACE programs with the community.
- Secure and oversee fundraising database and tracking systems.
- Supervise and collaborate with other staff.
- Oversee creation of publications to support fundraising activities.
- Maintain gift recognition programs.
- Perform other related duties as requested.

QUALIFICATIONS:

- Bachelor's degree or equivalent.
- Outstanding proficiency in Microsoft Office, especially Excel and Word.
- Strong database management experience.
- Mature judgment, political acumen and diplomacy in handling sensitive and/or confidential matters.
- Strong interpersonal, communication and presentation skills. Ability to communicate information clearly (written and oral).
- Proven ability to prioritize a large workload.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, Board Members and other volunteers.
- Ability and desire to work independently and as a team member with the community and other employees.
- Ability to work nights and weekends when needed.
- Positive, upbeat and enthusiastic about working in a nonprofit environment.

Application Process:

Please send the following items as electronic attachments (.pdf or .doc):

- Cover letter describing your fit for the position, including experience that aligns with the qualifications in the job description. Please also include your current or most recent compensation information and current contact information (email and phone). The cover letter should focus on the fit for the accounting/bookkeeping role. If you are interested in an expanded scope/hour, please also include information about your fit for the other areas in which you have significant experience: grants and contract management, HR functions, organizational data/database management, experience with CRM tools or workflow management software, or management of outsourced services
- Resume
- List of 2-3 references. We will not contact them unless you are a finalist for the position.

Applications received by January 3, 2019 5 pm, will receive equal consideration. Applications received after that may be considered at the discretion PACE. The position will remain open until filled.