



Position: Development Assistant, part time

Time Commitment: 20 hours per week. Requires occasional flexibility for evening and weekend work; and occasional increased hours as needed

Location: remote or onsite in Port Chester, NY

Pay: \$18/hour

Scope and Impact

Clay Art Center seeks a part-time Development Assistant to work with the Development Director on all aspects of fund development. The Development Assistant plays an important role in ensuring the efficient operation of the Development office, including working on campaigns and building the communications and social media resources needed to ensure fundraising success. Through exhibitions, studio practice, adult and youth education, and community outreach, we bring the joy and art of clay to individuals of all ages, backgrounds and abilities.

Principle Duties Include:

- Craft communication for fundraising campaigns to raise awareness and increase engagement and support from donors. Ensure consistent messaging in alignment with CAC brand.
- Maintain fundraising database, including timely gift processing, report generation and tracking
- Generate donation acknowledgement letters and related correspondence
- Conduct preliminary research on prospective corporate partners, foundations, and individual donors
- Help design and coordinate direct fundraising campaigns (annual appeal, etc.)
- Work with Development Director and Event Committees to execute special events
- Maintain event and fundraising campaign webpages
- With Communications Manager, develop social media messaging for fundraising content
- Prepare and assemble print collateral for media and donor kits
- Attend meetings as needed
- Other duties as assigned by the Development Director or Executive Director

Experience and Skills

- Proficiency in Microsoft Word, Excel, PowerPoint, Google Docs and Google Sheets
- Comfortable with CRM databases and data entry; experience with Salesforce a plus
- Experience with graphic and web design preferred; experience with Squarespace a plus
- Excellent verbal and written communications skills
- Ability to collaborate with staff, volunteers, artists, and others to build support for CAC
- Goal oriented and can work independently with little supervision
- Ability to work professionally in a multi-faceted arts organization with diverse constituents

Benefits: Paid time off. Opportunity to take a free ceramics class.

To apply, please submit a cover letter and a résumé by email (no phone calls, please) to:
Wendy Weinstein, Development Director, wendy@clayartcenter.org

Clay Art Center encourage applications from diverse candidates. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, citizenship, age, disability or military or veteran status, or any other legally protected status. Clay Art Center is an Equal Opportunity Employer.

Clay Art Center is a nationally recognized 501c3 not-for-profit ceramic art organization offering exhibitions, clay classes for adults and children, studio spaces for clay artists and outreach programs in the community.