Development and Communications Assistant

ArtReach St. Croix is a non-profit organization whose mission is to connect communities & the arts in the St. Croix Valley. ArtReachsupports the work of artists and arts organizations by increasing the art sector’s visibility through marketing, partnership opportunities and valley-wide programming. For more information on ArtReach St. Croix, visit [www.artreachstcroix.org](http://www.artreachstcroix.org)

We are looking for a dynamic, hardworking, database-loving person to join our small, committed staff. The Development and Communications Assistant must be a self-starter with the ability to work independently and as part of a team. This is a part-time position, working closely with the Executive Director drafting communications and assisting with all aspects of fund development.

Primary responsibilities include:

1. Assisting with periodic donor appeals including the fall Annual Fund Campaign, quarterly membership renewals and annual house parties.
2. Assisting with grants and researching new funding opportunities. Maintaining grant files.
3. Maintaining donor database (Little Green Light) and connecting the donor info with Constant Contact.
4. Generating acknowledgement letters and drafting press releases, e-newsletters, the Annual Report and meeting notes.
5. Acting as a liaison with the Development Committee and other volunteers as assigned.
6. Developing communications about ArtReach sponsorship opportunities. Preparing support material for Corporate Marketing Sponsorship asks and assisting with identifying prospects.
7. Assisting in the planning and execution of fundraising events, including house parties and the annual spring fundraiser.
8. Staffing the galleries, greeting visitors and answering phones as needed.

Qualifications:

* Nonprofit fundraising experience a plus, as is an interest in the arts and the St. Croix Valley.
* Ability to maintain confidentiality regarding donor information.
* Some evening and weekend hours required.
* Experience in data entry and database management.
* Proficiency in Microsoft Office. Familiarity with InDesign and Photoshop, a plus.
* Excellent organizational, written, verbal and time management skills as well as attention to detail and follow-through .
* Ability to function in a fast-paced, changing environment and to meet deadlines while simultaneously working on multiple projects in different stages.
* Must be dependable, flexible, friendly, professional and able to work effectively in a small, nimble nonprofit setting.

Part-time, approximately 15 hours per week at $15/hour to start. Flexible scheduling and paid time off (prorated) for personal/sick time. To apply send a cover letter and resume to Heather Rutledge, heather@artreachstcroix.org by June 12. No phone calls please.