

Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503
Job Posting

Job Title: Development Assistant
Location: Sloan*Longway
Department: Development
Reports To: Director of Development – Sloan*Longway
FLSA Status: Non-Exempt

***Part-Time**

GENERAL DESCRIPTION

The Development Assistant provides overall administrative and records support to the Development Director of Sloan*Longway. This includes keeping all donor records, extracting data from Tessitura and Altru to produce mailing lists, donor queries and reports; generating correspondence and handling confidential phone calls to/from donors and their professional advisors. Other responsibilities include preparing presentations; maintaining hard files, handling invoices; support for small donor/cultivation events. Composing and sending all donor acknowledgement letters.

**Job Description
and
Qualifications:**

RESPONSIBILITIES

- Manage and maintain the Altru donor database, recording all pledges, gifts, and commitments to ensure accurate donor information.
- Maintain the Altru donor information, updating records, addresses and other donor personal information.
- Produce department and donor communications (acknowledgment, solicitation, thank you letters, other correspondence, etc.) in a timely manner.
- Under the direction of the Development Director, plan, organize and execute all donor events including, but not limited to:
 - Annual Night At The Museum Gala fundraiser
 - Donor Brunches/Receptions
 - Additional friend/fundraisers as directed
- Track income and expenses for donor events
- Compose annual appeal letters (spring and year end), extract donors for mailing lists, manage graphics process and send appeals to donors.
- Prepare production orders and event resumes on behalf of the Development Office.
- Under the direction of the Development Director, organize various committee meetings and take notes.
- Prepare donor lists for various mediums (annual report, donor posters, etc.).
- Send out sponsorship mailings and assist in fulfilling benefits.
- Assist with Viewpoints editorial and proof reading.
- Assist with assembling information for grant reports.
- Perform all other duties as assigned.

QUALIFICATIONS/SKILLS REQUIRED

- Associates Degree in related field required, Bachelors' Degree preferred.
- 1 to 3 years of administrative experience, specifically in the areas of database and document management.
- Must be proficient in all MS Office programs.
- Must be detail oriented with excellent oral, written and interpersonal skills.
- Excellent organizational and multi-tasking skills and the ability to complete complex tasks successfully and in a timely manner.
- Ability to become proficient in Development database software such as Raisers Edge Altru and Tessitura (historical reference).

Apply To: Email (hr@fcccorp.org) OR mail resume, cover letter and references to:
Human Resources
Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503

Date Posted: 11.20.18 ;posting will remain active until filled

The Flint Cultural Center Corporation is an Equal Opportunity Employer