

PLAYWRIGHTS' CENTER

2301 East Franklin Avenue
Minneapolis, MN 55406

Development Assistant

Reports to: Director of Development

Position Summary: The Development Assistant plays an integral role in a three-person fundraising team, ensuring the department's smooth operations. The position will support the Playwrights' Center to engage funders and champion playwrights and their unique stories.

Duties and responsibilities will include:

- Development administrative support:
 - Process all gifts from individual and institutional supporters
 - Write, merge, and mail all tax-receipts and thank you letters
 - Run reports as needed
 - Ensure clean data by creating new constituent accounts, de-duping, address updating, and contact preference management
 - Assist in the gathering of data and supporting materials for grant applications and reports
 - Assist with calendar management between development staff, senior management, and Playwrights' Center supporters
 - Pull up to date donor lists for programs and website recognition of supporters
 - Create information packets for all donor visits
 - Work with the Office Manager and Director of Communications to order department supplies and printed collateral
- Prospect research:
 - Under the guidance of the Director of Development and the Institutional Development Manager, research current supporters and investigate new avenues to support
 - Build and update "Prospect" and "Grant" files in our donor database
 - Create prospect screening reports for senior management and board members
- Event support:
 - Create all mail lists for events working with all staff and board stakeholders
 - Assist in the coordination of all invite creation and mailing

- Track all RSVPs, providing thorough guest list details for senior management and board members
- Create all event materials; nametags, sponsor signs, etc.
- Other duties that support the needs of the Development Department, as assigned.

Desired qualifications and experience:

- A minimum of two years' administrative experience
- Passion for fundraising and the arts
- Eager to learn, curious, a self-starter
- Ability to work in a small team with often-changing goals and priorities
- Proficiency in MS Office, experience with fundraising databases a plus
- Excellent communications skills, both oral and written
- A high level of discretion and confidentiality concerning donor records
- Sense of humor, dependability and collaborative spirit

The Development Assistant is a part-time, 20-25 hours per week position based in Minneapolis. The position is paid in a range of \$19-\$23/hour. Benefits include: Optional health insurance with partial employer contribution, paid time off for holidays, and sick days.

The Playwrights' Center is an equal opportunity employer committed to the perspective of all voices in every aspect of our organization and its practice. We strive to create a dynamic work environment that values diversity and inclusion, respect and integrity, service, and innovation. We encourage all interested parties to apply.

Interested candidates should send a cover letter, résumé, and one professional writing sample to:
hr@pwcenter.org