

# The John G. Shedd Institute for the Arts

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## Job Posting: Development Assistant

Posted: 5.6.08 -- Closing: when filled

**COMPENSATION:** starts at \$10.50/ hour with salary track & major medical after 90 days

**HOURS:** full time with significant evening and weekend hours

The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue manager that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.

### **RESPONSIBILITIES:**

Development Assistants work with the Development Director as the Shedd Development Team. Development Assistants assist with managing and developing corporate sponsorship accounts; overseeing individual fundraising campaigns; providing support to the Board; and planning and coordinating special events.

**Corporate Sponsorship:** Assist managing existing and developing new accounts, including scheduling initial and follow up meetings, preparing contracts, and ensuring contractual commitments are met. Schedule and coordinate events such as annual sponsorship luncheon, special ticketing offers, and corporate dinners ensuring corporate presence and considerations are addressed.

**Individual development and donor relations:** assist with managing calendar for individual fund raising solicitation mailings to retain current and secure new contributors; coordinate and manage bulk mailings; assist with donor and VIP invitations to receptions and events; ensure acknowledgements to gifts are timely and accurate.

**Special Events, pre-concert Dinners and Concert support:** assist with producing special development events, including decorating, invitations, rsvps; serve as host/hostess at pre-concert dinners; and assist with concert concessions when needed.

**Board of Directors activity support:** assist in scheduling board meetings and coordinating board involvement in committees; take minutes and produce reports of board meetings; coordinate ticketing and promotional outreach to prospects identified by the Board

**Other:** assist with routine administrative duties, including phone answering, ticket sales, building tours, etc.

### **QUALIFICATIONS and ATTRIBUTES:**

- Bachelor's degree preferred.
- Good written and oral communication skills; confident personal presentation skills.
- Must be able to interact effectively with volunteer leadership.
- A proven combination of initiative/creativity and an ability to work collaboratively as part of a complex team. Must be willing to ask questions rather than make assumptions, while working under pressure.
- Eye for detail and strong organizational skills. The ability to work on short- and long-term projects simultaneously.

### **APPLICATION PROCEDURE:**

- 1) Submit resume with the addresses and phone numbers of at least 3 references familiar with your qualifications.
- 2) Submit letter of application indicating interest in the position, the extent of experience in the above areas of responsibilities, and professional goals.
- 3) Submit a writing sample or materials from a successful project or special event.
- 4) No phone calls please.

### **SUBMIT APPLICATION TO:**

Ginevra Ralph, Director of Development  
Email submissions to: [gralph@ofam.net](mailto:gralph@ofam.net) or mail to:  
The Shedd, PO Box 1497 Eugene OR 97440-1497  
(Physical address 868 High Street, Eugene)