



## LANE ARTS COUNCIL

# Admin & Development Assistant

### **Overview**

Lane Arts Council, founded in 1976, is a nonprofit organization based in Eugene, Oregon that cultivates strong and creative arts communities throughout Lane County. Lane Arts Council provides arts education programs, supports artists and arts organizations, coordinates the popular First Friday ArtWalk, and advocates for the arts through many other programs, projects and partnerships.

The Admin & Development Assistant is an integral part of Lane Arts Council's growing team. This position manages systems crucial to the organizations development, and is a key first point of contact, providing information about programs, opportunities and resources to the public. The position is responsible for general administrative and office operations, and also provides support for Lane Arts Council programs and communications.

**FTE:** 0.5 (part-time, 20 hours/week)

**Compensation:** \$12.50-\$14.50 (benefits included)

**Reports to:** Executive Director / Program and Communications Manager

### **Duties**

#### **Development Support (40%)**

- Manage and maintain Lane Arts Council's constituency/donor database and email list
- Process incoming donations, sponsorships, and grants
- Mail donor thank you letters
- Maintain stewardship calendar; support administrative systems for donor stewardship
- Assist with coordination of mailings; includes communicating with printing and mailing services, creating mailing lists, and organizing volunteers
- Coordinate fundraising and donor cultivation event logistics; includes scheduling space, soliciting in-kind donations, collecting RSVPs, etc.
- Support the Development Committee in administrative tasks

#### **General Administrative (25%)**

- Maintain regular office hours and serve as the first point of contact for visitors
- Answer phones and manage Lane Arts Council emails and mail
- Develop and maintain templates and organizational administrative systems
- Maintain office accounts, services, and tech, including equipment and software; troubleshoot technical difficulties
- Maintain events/activities calendars

- Purchase office supplies and equipment
- Coordinate logistics for tabling events
- Maintain an organized and welcoming office environment

#### **Administrative Program Support (25%)**

- Provide logistical/administrative support for program-related events; includes processing and tracking registrations, scheduling space, soliciting in-kind donations, etc.
- Provide logistical scheduling support for artist residency program; work directly with Arts Education Program Coordinator to schedule artist residencies with Lane County schools

#### **Communications Support (10%)**

- Create content for Facebook and Twitter (focus on Lane County community events/opportunities, and calls to artists)
- Maintain Call to Artists page of website
- Coordinate content for monthly newsletter

#### **Desired Experience**

- Bachelor's degree
- Strong interest in the arts; familiarity with Lane County arts community
- Nonprofit experience; knowledge of donor database systems and donation procedures
- Administrative and office experience; event coordination
- Knowledge of Microsoft Office, WordPress, and social media platforms (Facebook, Twitter)
- Experience supervising volunteers

#### **Desired Traits**

- Highly organized and detail-oriented
- Provides excellent customer service
- Strong written and verbal communication skills
- Ability to work in a busy, changing environment
- Ability to manage multiple projects and tasks
- Competence in working with diverse communities
- Maintains integrity in the workplace
- Willingness to challenge oneself

#### **Application Instructions**

Please send your cover letter and resume (as one single PDF) to [lanearts@lanearts.org](mailto:lanearts@lanearts.org). We will begin reviewing applications on March 23rd but the position will remain open until filled.

*Equal Employment Opportunity: Lane Arts Council is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.*