



**WASHINGTON
PERFORMING ARTS**
We make it happen

Organizational Position Description

Position Title: Part-Time Advancement Assistant

GENERAL INFORMATION

WPA Payroll Title: Assistant

Department: Advancement

Title of Immediate Supervisor: Manager of Advancement Operations & Analytics

Hours: Part-Time, Non-Exempt. Approximately 20 hours per week with occasional additional hours as needed.

Pay Range: \$20-\$24 per hour

Best Consideration Date: June 25, 2021

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events in myriad performance venues and neighborhoods, Washington Performing Arts engages international visiting artists in community programs and introduces local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the D.C. Government. We have now embarked upon our second half-century, ever-inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

Organizational Diversity & Inclusion:

In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to composition of our board and staff. Accordingly, we seek to build a team that reflects — and meets the needs of — the community we are part of, and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action. Hiring a diverse workforce is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder's ethos of "everybody in, nobody out." To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts's mission, because of our differences, not despite them.



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Equal Employment Opportunity Statement:

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply. Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

POSITION INFORMATION

Position Summary/Purpose:

Washington Performing Arts is seeking a Part-Time Advancement Assistant to join its Advancement team for approximately 20 hours per week. This position provides critical support in the areas of gift processing, donor acknowledgement, budget administration, and fundraising event administration as the team meets its annual budget goal. The Washington Performing Arts Advancement department prides itself upon accurate and complete maintenance of donor records. The Advancement Assistant will be supporting a mature fundraising operation with an annual goal of between \$3.5M and \$5M. In its most recent fiscal year, the Advancement department exceeded its goal in the third quarter, and is poised to build upon operational paradigm shifts achieved during the pandemic.

Essential Duty #1: Data Management, Analytics, & Reporting

Percentage: 60%

- Revenue Management and Reporting
 - Process contributions, pledges, and payments in Tessitura (Washington Performing Arts's CRM system)
 - Support the Manager of Advancement Operations and Analytics in implementing direct and electronic mail campaigns and snail mail campaigns connected to spring renewal activity for the Friends, Chairman's Circle, and Music in the Country constituencies, as needed
 - Create and maintain accurate donor accounts, event records, and contribution and pledge documentation in Tessitura
- Records Management and Stewardship
 - Generate timely and accurate gift acknowledgement letters for all donations, and produce standardized pledge forms, invoices, receipts, and related collateral as requested
 - Scan donor acknowledgements in the physical office and assist in related tracking in Tessitura, as needed



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- Assist the Manager of Advancement Operations and Analytics to generate and ensure proofing donor listings for programs, publications, and video credit reels for onstage and education programs, as well as all communications associated with special events
- Track administration of stewardship materials in Tessitura

Essential Duty #2: Special Events

Percentage: 20%

- Assist Chief Advancement Officer and Manager of Advancement Operations and Analytics to record and track a variety of data (including gifts and pledges, ticket sales and sponsorships, and auction items) associated with annual fundraising events – both in Tessitura and One Cause software
- Assist Washington Performing Arts staff to develop content and communicate with external contractors for the fundraiser, as needed (ie, printing/collateral requests, catering requests, and other miscellaneous expenses connected to external vendors)
- Provide key support to the Manager of Advancement Operations and Analytics in building out the annual Auction, including creating auction descriptions, sourcing imagery, bundling packages, developing a designed auction catalogue, and soliciting items; performing these functions often will require external dialogue with volunteers/donors to Washington Performing Arts

Essential Duty #3: General Administrative & Volunteer Management

Percentage: 20%

- Provide staffing support for Advancement and Washington Performing Arts events, virtual, and, as conditions allow, in-person, both during and outside traditional hours as needed
- Manage processing and fulfillment of department vendor invoices and check requests
- Manage relationships with commercial vendors concerning Advancement expenses, maintaining accurate business/tax records, processing invoices, and placing orders
- Support Chief Advancement Officer in maintaining monthly American Express credit card expense statement
- Provide administrative support to prepare materials and support activities for meeting of the Board-led Philanthropy & Patron Engagement Committee, including taking minutes, collecting RSVPs, and developing presentations



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Supervisory Responsibility: N/A
Number of Direct Reports: N/A
Names and Functional Titles of Direct Reports: N/A

Minimum Qualifications:

- High School Diploma, Bachelor's degree preferred
- Demonstrated proficiency in accurate data entry
- Ability to organize and prioritize work to manage multiple tasks and competing deadlines effectively
- Available and willing to work in the physical office and outside of regular business hours as needed before fundraising events, including evening and weekend hours, at mutually agreeable times
- Experience with Tessitura or other fundraising software/CRM database preferred

Essential Capabilities & Preferences

- Collaborative, positive team player
- Ability to work independently in a fast-paced environment
- Outstanding attention to detail
- Excellent organizational skills
- Strong written and verbal communication skills
- Knowledge of and passion for the performing arts, and especially music, strongly preferred
- Ability to interact with external donors, patrons, volunteers, and vendors, as well as internal staff

Specific Conditions of Work

- General office environment
- The Advancement Assistant is a part-time, non-exempt hourly position with office hours to be mutually defined.
- During the COVID-19 Pandemic, work is primarily conducted remotely, although occasional tasks must be performed in the physical office
- Adherence to all federal, local, and site specific COVID-19 measures when in person
- Attendance at weekly Advancement team meetings is essential

Benefits: Regular, Part-time employees are eligible to participate in our 403(b) Retirement Savings plan, and receive pro-rated paid time off.

How to Apply:

- Send cover letter and resume (in attachment format) to hr@washingtonperformingarts.org with position title in subject line.
- For best consideration, please send applications by **June 25, 2021**.

Please note: Applications without a cover letter will not be considered.