



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Position Title: Advancement Assistant

GENERAL INFORMATION

Department: Advancement

Title of Immediate Supervisor: Manager of Advancement Operations & Analytics

Salary Range: \$48,000- \$55,000 per year

Hours: Full-time, Exempt. 40 hrs. per week, Mon-Fri with occasional additional hours on evenings or weekends. Hybrid schedule, with minimum two-three days in the office.

Best Consideration Date: Sunday, April 9, 2023

POSITION INFORMATION

Position Summary/Purpose:

Washington Performing Arts seeks a detailed oriented and collaborative Advancement Assistant to provide support to the Advancement team.

The Advancement Assistant will provide critical support in the areas of gift processing, donor acknowledgement, and fundraising event administration. Qualified candidates will successfully demonstrate strong communication skills, the ability to work efficiently and thoughtfully with numerous stakeholders, and the ability to ensure accurate and timely donor data entry.

Essential Duty #1: Data Entry

Percentage: 50%

- Contributions (50%)
 - Process contributions, pledges, and payments in Tessitura
 - Track In Kind giving
 - Store and clearly label digital and physical documentation related to gifts
 - Oversee Advancement mail received in the office to ensure mail-in contributions are booked in a timely manner
- Acknowledgements (40%)
 - Generate Acknowledgement Letters and update templates with a minimum of annual quarterly frequency
 - Scan physical donor acknowledgements in the office
 - Generate Tax Receipts, as requested
 - Generate invoices for a donor to pass on to their funding source, as requested
- Department Expenses and Vendor Invoices/Payments (10%)
 - 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
- Review, store, and keep track of vendor contracts and associated payments
- Support in tracking and documenting department expenses, including credit card expense tracking

Essential Duty #2: Data Integrity 5%

- Donor and Sponsor Lists
 - 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
- Mailing lists
 - Create segmented lists for e-mail and snail mail campaigns in Tessitura in collaboration with the Manager of Advancement Operations and Analytics
- Constituent Records
 - Create, update, merge, and clean constituent records
 - In tandem with gift bookings, update Program Name Listings and Plans as related to contribution levels and giving

Essential Duty #3: Donor Stewardship and Research 10%

- Interact with donors on the phone and online in a timely, caring, and professional manner
 - Field questions about contributions and membership
- Engage in donor research and light prospecting research as needed
- Participate in meetings, webinars, and professional development activities to stay current in fundraising trends and best practices

Essential Duty #4: Events 25%

- Assist in Gala coordination (85%)
 - Track contributions and ticket and table sales in Tessitura and OneCause
 - Maintain accurate Gala Host donor listings and corporate credits
 - Solicit silent and live auction items and packages
 - Ensure accurate silent auction data entry in OneCause, including descriptions, imagery, and donor credits
 - Update the OneCause Gala website as needed
 - Generate copy for print collateral and other external communications
- Assist with Friends events and staffing season events (15%)
 - Provide staffing support for Advancement and Washington Performing Arts events, virtual and in-person, both during and outside traditional hours as needed
 - Collect RSVPs

Essential Duty #5: General Administrative 10%

- Assist in the maintenance of Music in the Country membership and communications
- Committee support as needed (Board, Junior Board, Women's Committee)
- Participate in various department, interdepartmental, and All Staff meetings
- Document procedures in your areas of expertise and train staff accordingly as needed

Supervisory Responsibility: N/A

Number of Direct Reports: N/A

Names and Functional Titles of Direct Reports: N/A

Minimum Qualifications:

- High School Diploma
- Demonstrated proficiency in accurate data entry
- Demonstrated proficiency in the Microsoft suite
- Ability to organize and prioritize work to manage multiple tasks and competing deadlines effectively
- Outstanding attention to detail
- Excellent organizational skills
- Strong written and verbal communication skills
- Ability to interact with external donors, patrons, volunteers, and vendors, as well as internal staff
- 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
- Collaborative, positive team player
- Ability to work independently in a fast-paced environment with strong initiative and follow through

Essential Capabilities & Preferences

- Knowledge of diverse art forms
- Strong collaborative, relationship/consensus-building experience
- Persuasive written and oral communication and presentation skills

Specific Conditions of Work

- General office environment
- In-person presence in office as required in hybrid work setting (minimum two-three days per week)
- Occasional evening or weekend hours as staffing support for Washington Performing Arts and Advancement events
- Completion of a satisfactory criminal background check at the time of employment offer
- **COVID-19 vaccination requirement:** If you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or it violates your sincerely held religious beliefs.

Benefits: This position is eligible for full-time employee benefits. Washington Performing Arts offers a generous benefits package which includes employer paid contributions to Health,

Dental, Vision, Life & Long-Term Disability Insurance, 403(b) Retirement Savings plan, and paid Holiday, Vacation, Sick, and Personal 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 **April 9, 2023**.

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

About Washington Performing Arts

Mission, Vision, Guiding Principles

Mission

Washington Performing Arts champions the arts as a unifying force. Through collaborations with artists, educators, community leaders, and institutional partners, we bring wide-ranging artistic programs to stages, schools, and neighborhoods throughout our nation's capital and, with our virtual platform, share our work throughout the world.

Vision

Our community is unified and enriched through vibrant performing arts experiences.

Guiding Principles

Cultivate Artists and Arts Patrons: Be the organization that artists want to partner with and that arts patrons trust for lifelong enjoyment and learning.

Pursue Inclusion: Seek, represent, and welcome a multiplicity of voices in everything we do.

Collaborate with Communities: Build strong partnerships with local, national, and international organizations to make the performing arts accessible to communities in the nation's capital.

Build a Lasting Legacy: Balance risk-taking with fiscal rigor, sustaining a healthy organization that will last for generations.

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." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

Organizational Diversity & Inclusion:

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. 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 the 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 guiding 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' mission, because of our differences, not despite them.

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.