

## **SANCA is hiring**

### **Development Assistant**

School of Acrobatics & New Circus Arts



**Reports to:** Development Director

**Description:** The Development Assistant is a member of the SANCA'S development team reporting to the Development Director. Primary responsibilities are special event coordination; including cultivating and stewarding event sponsors, and coordinating SANCA's two major event fundraisers:

- Up, with a Twist! – SANCA's annual gala, (February)
- SANCathon – a student-participation driven fundraiser (October)

The Development Assistant will also coordinate donor-stewardship events, and support other fundraising activities including annual campaign appeals, gift processing, grant research and writing, and donor research and data entry.

This position is a hourly, part-time, 20 hours per week, in-office T, W, F, with flexibility to work remotely on some projects. Additional hours and some evenings/weekends required for events. There is potential to grow to a full-time position.

#### **Job Duties and Responsibilities:**

##### *Fundraising Event Coordination (65%)*

Responsibilities include creative planning and highly detailed and organized project coordination for SANCA's two major annual event fundraisers and planning and coordinating donor stewardship events (annual donor garden party, pre-show hosted events, etc.)

- Collaborate with Development Director, Executive Director, and Development Committee (or Event Subcommittee) on fundraising event planning and donor-stewardship events.
- Maintain individual event budgets with reference to the annual budget(s) and prior years' expenses & income. Compile all expenses and reconcile numbers against financial reports.
- Work with Development Director on event sponsorship proposals; solicit event sponsors and vendors and facilitate relationships including venue, catering, and sponsors; and coordinate the fulfillment of sponsorship benefits.
- Work with the Marketing Department to coordinate and produce printed and electronic materials for events (posters, postcards, invitations, e-blasts, event programs, website and social media content, signage, etc.).
- Manage event timelines and ensure deadlines are met.
- Coordinate event facilities and details such as decor, catering, entertainment, transportation, location, special guests, equipment, and promotional materials.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support, pre- and post-event evaluations, and report on outcomes.
- Coordinate gala silent auction and/or raffle, including procurement, creating and pricing item packages, bid sheets, and all other materials to support the auction/raffle process.
- Coordinate all fundraising event FOH procedures and produce all needed materials, timelines, and registration check-in procedures.
- Lead, coordinate, and support all gala and fundraising event volunteer teams.
- Proactively handle and troubleshoot emerging problems on event days.
- Manage on-site details and cleanup for events as necessary.
- Write acknowledgment letters for all sponsors, donors, and guests.

## Development Department Support (35%)

### **Annual Fund & Donor Relations**

- Support Annual Campaign appeals; generate targeted and segmented mailing lists.
- Handle gift processing and acknowledgment.
- Maintain and record online fundraising transactions and gift recording.
- Maintain and record corporate gift matching and giving campaign programs.
- Coordinate pledge reminder and acknowledgement programs.
- Provide thorough, accurate, and timely responses to all donor requests for information.

### **Grant Research & Proposal Development**

Responsibilities include preparation of proposals and grant applications for unrestricted operating revenue and restricted projects; researching, identifying, developing, and responding to public and private grant opportunities in the areas arts education, performance, and health and social services; and submitting timely and accurate reports for all funded projects.

- Research and identify new foundation, corporate, and government funding opportunities, and draft proposals.
- Work with the finance department to gather information necessary to report to funders on grant programs.
- Comply with all grants reporting as required by grant donors, including providing regular written updates.
- Maintain current grant records, including grant tracking and reporting.
- Maintain and implement funding calendar activities, including cultivation activities.
- Track statistics relevant to Development and provide department with written materials necessary for grant stewardship (visitor number and diversity, educational program attendance, etc.).

### Position Requirements

- Passion for SANCA's Mission and Vision.
- Bachelor's degree and 1 - 3 years of fundraising experience.
- Proven track record in developing, promoting, and implementing fundraising events; marketing experience associated with fundraising events; logistical and budget management, and expertise in attracting sponsorships.
- Excellent interpersonal skills, ability to work independently and as part of a team.
- Excellent verbal and written communication skills, including professional handling of confidential information.
- Excellent organizational skills; ability to manage multiple priorities and projects and meet deadlines.
- Experience working with executives, donors, and volunteers.
- Experience coordinating, training, and supervising volunteers for events.
- Computer literacy and proficiency in word processing, spreadsheets, and data processing (Microsoft Office including Outlook, Word, and Excel, and Google Docs/Sheets preferred).
- Basic Web development and content-creation skills (experience with WordPress is ideal).
- Database experience with donor- or customer-relationship software (experience with Studio School Pro or other FileMaker Pro database solutions a plus).
- Self-initiative; collaborative team attitude; and customer-service focus.
- Enthusiasm, poise, flexibility, sense of humor, and a positive attitude.
- Ability to attend periodic evening and/or weekend activities and events required.

SANCA is an Equal Opportunity Employer. [www.sancaseattle.org](http://www.sancaseattle.org)

To apply, please send your resume and cover letter by April 28 to: [development@sancaseattle.org](mailto:development@sancaseattle.org)

The School of Acrobatics & New Circus Arts is dedicated to improving the mental, emotional, and physical health of children of all ages, backgrounds, and abilities by engaging them in the joyous creativity of acrobatics and circus arts.