

Phoenix Art Museum is looking for a ***Development Assistant*** to assist with operational functions of the Development department, with an emphasis on Membership and Museum signature fundraising event support.

Job Duties:

1. Assist with Development mailings including renewals, upgrade requests, event invitations and special appeals.
2. Provide clerical support, including email and print correspondence, lists, queries, reports, merges, contracts, and meeting agenda/notes.
3. Work closely with vendors, caterers, florists, and entertainment to coordinate and execute Development member and signature fundraising events. Provide on-site support for all event set up and take down.
4. Coordinate and assist with volunteer requests and directives in support of Development projects.
5. Handle telephone and email inquiries regarding membership and events, and satisfactorily resolve questions and concerns with courtesy and tact.
6. Manage event vendor communication including contracts, invoicing and on-site communication.
7. Update event diagrams and facility map using details for each event and membership activity.
8. Maintain up-to-date, accurate and comprehensive membership and event records. Including, but not limited to; production timelines, event fact sheets, volunteer duties and payment tracking grids.
9. Process membership renewals and assist with mailings.
10. Maintain inventory of membership supplies and keep displays fully stocked.
11. Assist with day-of-logistics and overall event execution for all member and signature fundraising events.

Minimum Qualifications:

1. High school graduate or equivalent
2. One year of clerical, customer service or event planning experience.

Knowledge of:

1. Phoenix metropolitan area
2. Principles and techniques associated with successful fundraising and event development.
3. Microsoft Office, with emphasis on Word, Excel, and Power Point.

Skill and ability to:

1. Prioritize and accomplish multiple projects concurrently and follow-through independently on responsibilities.
2. Meet deadlines and work with minimal supervision.
3. Answer a high volume of telephone calls amidst distractions.
4. Work effectively with a wide variety of Museum members, supporters, visitors, volunteers and staff.
5. Communicate effectively with a wide variety of Museum supporters, visitors, volunteers and staff.
6. Communicate efficiently and effectively with strong interpersonal skills both verbally and in writing.
7. Write, proofread, and edit.

Submit cover letter, resume, and salary requirements with job code PAM-DAST to HR@phxart.org

Incomplete applications may not be accepted for review.

Job Status: regular, full-time, non-exempt

EOE