



13 N. Madison St.
Quincy, FL 32351
(850) 875-4866

www.gadsdenarts.org

To Apply

Submit cover letter, writing sample, resume or CV, and contact information for two professional references to:

Grace Robinson
Executive Director

grace@gadsdenarts.org

Deadline

Applications will be considered as they are received.

Position open until filled.

POSITION ANNOUNCEMENT

Development Assistant

Full-Time Position: Monday-Friday 9:15am-5:15pm + some weekend & evening hours

Starting Salary: \$37,000 – \$42,000 with health, vacation, and sick time benefits

Reports To: Executive Director

Gadsden Arts seeks a highly organized, detail-oriented thinker to assist the Executive Director (ED), taking the lead on planning a variety of museum events, and assisting with fundraising and development. Under the ED's direction, Development Assistant plays a supporting role in the development of annual appeals, sponsor appeals, grant applications and reports, and data management. In the span of a year, the Development Assistant will take the lead in planning 10-12 events, and assist with two appeals, 3-4 grants, the annual Gadsden Arts Magazine, and the planning of 1-2 Art Trips and annual Week with the Arts. Weekly or daily tasks will include assisting the Director with email/phone communications, organizing participation numbers, editing/updating letters and marketing materials, and updating donor records. The Development Assistant will also support Visitor Services as needed.

Lead Duties:

- Event planning, implementation, and evaluation; 1-2 onsite events per month
- Consult regarding space rental at GACM

Supporting roles, under the guidance of the ED:

- Write or edit formal letters
- Produce and implement fundraising mailings
- Write, update, or edit grant applications
- Compile reports
- Research and correspond or make phone calls to plan art trips
- Facilitate the run of afternoon luncheons, evening receptions, and other events
- Week with the Arts planning and implementation
- Communicate regularly with board members and volunteers
- Contribute articles and compile lists for the annual Gadsden Arts Magazine
- Oversee collection of visitor participation numbers and complete data entry
- Email and phone stakeholders as directed
- Update and manage records in DonorSnap
- Assist in other areas of museum work as directed by the ED
- Complete additional tasks and duties as assigned by the Executive Director

The successful candidate will have:

- Experience planning and running events for 50-250+ attendees
- Excellent attention to detail
- Excellent writing and communications skills
- Good memory with names and faces
- Critical eye for catching errors
- Ability to multitask
- Flexibility to work with frequent interruptions and changing projects
- Able to understand various complicated processes



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The Development Assistant must be:

- A reliable employee who takes personal responsibility for doing high quality work
- Willing to make a minimum 3-year full-time commitment to Gadsden Arts
- A creative person who values community-based organizations
- A team player who enjoys collaboration, yet can work independently
- A flexible person who easily adapts to changes or challenges, and accepts direction from senior staff
- An organized person who can plan long-term, develop multiple projects simultaneously, set priorities for each day, and meet deadlines
- A person who understands and values the mission of Gadsden Arts

Desired qualifications and experience:

- Formal college, graduate, or post-graduate education in a related field
- Fundraising experience
- Experience using a CRM system (Gadsden Arts uses DonorSnap)
- Museum or nonprofit experience
- Proficiency with Adobe Creative Suite
- Proficiency with writing for marketing
- Proficiency with short video production
- Proficiency with email and social media marketing

All Gadsden Arts Center & Museum staff must:

- Be knowledgeable about the Gadsden Arts Center & Museum's history, exhibitions, events, and programs;
- Maintain the designated work schedule, with any alterations to or deviations from this schedule requested and approved by the Executive Director in writing;
- Maintain knowledge of all museum **policies and procedures** as they relate to the performance and duties of this position;
- Perform other duties as deemed appropriate by the Executive Director.