JOB DESCRIPTION • Administrative & Development Associate (Full-Time Non-Exempt)

2023

Fair Labor Standards Act (FLSA) Classification: Non-Exempt Position
Salary Range: $40,000-$44,000
Reports to: Director of Development & Communications
Date Revised: May 2023

Mission: The Eliot School inspires lifelong learning in craft and creativity for all.
Vision: We cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craft and community. Our offerings satisfy the human desires to create, engage in self-expression and learn by doing, and our vision builds upon the school’s historic role in shaping education in fine and applied arts.

Core Values:
Learning and Enjoyment
We provide opportunities to imagine, create and build with head, hands, and heart.
We help students learn for personal fulfillment and enjoyment.
We embrace students of all ages, backgrounds, and abilities.

Integrity and Excellence
We hold ourselves accountable to the highest standards of excellence.
We conduct ourselves with honesty, fairness, and integrity.

Community and Inclusion
We value and promote inclusivity, diversity, and equity.
We maintain an open and welcoming environment, where all who enter are treated with dignity and respect.
We are interconnected through high regard for each other as colleagues, partners, teachers, learners, and neighbors.

Continuity and Change
We are respectful stewards of our historical role in shaping education.
We adapt our mission and programs over time, keeping our work relevant and contemporary.

Summary/Objective
The Administrative & Development Associate is an enthusiastic, self-starter team player who reports to and provides administrative support to the Director of Development & Communication. The Associate collaborates with other staff members to play a key role in the success of the school’s year-round administrative, development, communications, and marketing efforts. The Associate supports administrative and development operations; manages our donor database and gift processing; provides basic bookkeeping, financial reporting, and general office support; and supports communications, outreach, and fundraising campaigns. This position provides many opportunities for networking, skill-building, and professional development.

Duties/Responsibilities:
• Provide general administrative support to ensure the continuous, efficient, and smooth operation of the Development and Communications team and the administrative office.
• Support development/communications plans and strategies.

Development Responsibilities:
• Work with Director of Development and Communications to develop and implement donor cultivation, engagement, and solicitation strategies.
- Support annual and ongoing fundraising plans, including assisting with annual mailings, donor events, and communications.
- Keep fundraising database up to date, including data entry, updates, and reporting.
- Maintain timely gift processing and report generation.
- Prepare and issue acknowledgment letters, stewardship letters, and other donor correspondence.
- Attend and report back on relevant trainings and networking opportunities to build skills and understanding of the field.

**Administrative Responsibilities:**
- Perform basic bookkeeping: record revenue and expenses, store documentation, send and pay bills.
- Process basic financial reports and file appropriately.
- Collect mail and distribute to staff; send office mail.
- Keep administrative, development, and communications files organized and up to date.
- Maintain office supplies and equipment, working with appropriate vendors.

**Other Responsibilities:**
- Assist in planning, logistics, and implementation of in-person and virtual fundraising and program events, including small donor events, house parties, gala, artists’ talks, exhibitions, family craft days.
- Help steward an internal culture of philanthropy and mutual support, including through staff meetings and support.
- Participate in team and all-staff meetings and contribute to overall positive organizational culture.
- Other duties as assigned.

**Physical Requirements:**
- Must be able to lift 50 pounds at times.
- Must be able to travel.
- Prolonged periods of standing, walking, and ability to maneuver over uneven terrain during photoshoots.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to climb stairs.

**Other duties**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**In-Office, Remote and Hybrid Work Arrangements Policy**
Based on the essential functions of this position, we are unable to accommodate a remote and hybrid work arrangement. This position must work in-office.

**Qualifications & Skills**
We hope for a combination of the following. Candidates need not fulfill every item, but we will weigh all these factors in our hiring decision.

**EXPERIENCE**
- Demonstrated experience with customer service and ability to work and communicate well with stakeholders from diverse backgrounds.
- Experience using Microsoft Office Suite, Quickbooks Online, and Mailchimp. (Adobe experience a plus).
- Database experience (prior work with a fundraising database is a big plus)

**ATTRIBUTES**
- Ability to work independently, collaboratively, and reliably.
- Positive outlook and problem-solving attitude.
- Exceptional attention to detail. Excellent time management and organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
A proactive approach and outcome-focused mindset, flexible and focused on solutions.
- Demonstrated experience with racial equity transformation in organizations or community efforts.
- Comfort with technology, eagerness to learn, and ability to adapt to new software and systems.
- The highest ethical standards and discretion.
- Strong commitment to the Eliot School’s mission of inspiring lifelong learning in craft and creativity for all.

The Eliot School seeks to contribute to a more just and equal world. As we design our programs and spaces to pursue equity, we are currently asking ourselves: How do all parts of our school enact our mission to inspire lifelong learning in craft and creativity for all? This position works with organizational leadership to develop and implement long-term vision and present-day program implementation based on a commitment to racial equity.

ADDITIONAL QUALIFICATIONS
- Experience planning events
- Bilingual fluency a plus: Spanish, Mandarin, etc.
- Some evening and weekend work required, balanced by comp time.
- Accurate, detail-oriented, able to meet deadlines.

Salary & Benefits:
Salary commensurate with experience, $40,000–$44,000 full-time. Health insurance; employer match for 401K retirement plan; family & medical leave; professional development allowance; discount on classes. This full-time position offers the option to construct a flexible schedule. It requires some evening and weekend hours depending on programs.

To Apply:
To support our equitable hiring practice, please fill out this survey and follow the code instructions. This is designed to ensure a fair playing field for all candidates: https://www.surveymonkey.com/r/35C7NWJ

Send resume and cover letter to Angela Lett, Director of Development & Communications at development@eliotschool.org with “Administrative & Development Associate” in the subject line.

Please, no phone calls.
The Eliot School is an Equal Opportunity employer and is committed to maintaining a diverse workplace that is welcoming to all.

**Signatures**

This job description has been approved by:

Executive Director __________________________________________________________________ Date ________________

Associate Director __________________________________________________________________ Date ________________

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee________________________________________________________________________ Date__________________