



Development Assistant

Position Statement

NIAD is an organization that aims to be artistically relevant and culturally inclusive. As an organization we deliver these aims through our operations activities as well as through the three programs we offer: NIAD's Virtual and 23rd Street Studios, Community Programs, and Art Marketing and Partnerships.

NIAD's Development Team, a part of operations, supports NIAD's programs by stewarding donor and funder engagement at NIAD, and works closely with NIAD's Executive Director to support fundraising through corporate, foundation, and private source grant proposals and relationships. NIAD's Art Marketing and Partnerships Team represents NIAD Studio Artists in all aspects of art sales, and represents the organization in its partnerships to advance visibility for artists' work. The Development Assistant will collaborate with NIAD's Development Team, Art Marketing and Partnerships Team, and NIAD's community as a whole to nurture relationships of organizational support that amplify the voice, choice, and vision of NIAD Studio Artists for the advancement of their work, and align with strategic direction for NIAD as a whole.

In every position, we aim to support NIAD's continued growth and expansion. As the organization realizes the vision of our artists and wider community, our Development and Art Marketing teams maintain two vital streams of income for NIAD's highly diverse group of artists and audiences, and expand visibility for these stakeholders in the highly competitive artworlds where their art helps define the contemporary. As such, we want to ensure representation of the communities that we serve, both in terms of diversity within our teams, and in generating engagement and involvement from people who have been historically under-represented, including new staff members and contractors.

NIAD supports inclusivity and visibility in all areas of our working practices and spaces and wants to make sure that opportunities are accessible in all ways and that all voices are truly heard and contribute to our future. We actively encourage individuals from marginalized groups to apply, in particular those from traditionally under-represented groups, e.g., people with disabilities, BIPOC and LGBTQIA+ candidates.

If you require any accommodations in order to most effectively participate in the application process, please contact Ingrid Alonso-Rodriguez, or 510 620 0290. To apply for this position, please direct your letter, CV or resume, and either a 1-page writing sample or a 1-page social media sample to admin@niadart.org

please
letter, CV

NIAD Art Center

Nurturing Independence Through Artistic Development
551 23rd Street, Richmond California 94801
(510) 620-0290 | admin@niadart.org | www.niadart.org

Development
niadart.org

Job title	<i>Development Assistant</i>
Reports to	<i>Development Director</i>

Job purpose

The Development Assistant supports fundraising activities for NIAD Art Center in collaboration with the Development Director, the Executive Director, and NIAD's Art Marketing team, with additional direction and advising support from NIAD's studio artists and staff.

Duties and responsibilities

Donor Campaigns Support

- Support administrative tasks for NIAD's four annual donor campaigns, from donor file maintenance to ordering, printing, and shipping for quarterly mailings.
- Generate letters of thanks for individual donors within 1-3 days of donations.
- Collaborate with Development Manager to nurture relationships with individual donors.

Donor Stewardship and Database Management

- Maintain Donor Records in NIAD's CRM Database, including updating notes on relationships, personal information, and other data with a high level of confidentiality.
- Support Development Director in designing Donor Appreciation Benefits and Activities; maintain records on Donor Appreciation activities in NIAD's CRM Database.

- Assist NIAD with database updates and transitions; work with NIAD's Admin team to navigate changes and train on new capacities within NIAD's database; collaborate with Admin to ensure a smooth transition between records-keeping systems.

Special Event Production Support

- Support monthly openings and other events aimed at generating new audiences. Provide guests with a welcoming and positive experience, to help audiences build lasting meaningful engagement with NIAD.
- Assist in planning logistics and audience experience at Win Win, NIAD's annual benefit auction and gala.
- Collaborate with Development Director to develop relationships with local business sponsors.
- Manage content for Win Win developed by artists and staff.
- Reach out to artists, staff, and volunteers before, during, and after event to ensure inclusion, accessibility, and collaboration at Win Win.

Volunteer Program Support

- Collaborate with NIAD's Volunteer Committee to onboard volunteers and track hours of service, including Board Member hours of service.
- Assist in expanding volunteer program at NIAD through outreach and stewardship with existing volunteers and NIAD audiences.
- Assist in coordinating event volunteers for Win Win and other events at NIAD.

Coordination and Communication

- Attend regular weekly meetings for Development; support coordination between Development and Art Marketing Communications.
- Play a creative role in designing Development-related external communications for print, website, and social media.

Qualifications

Preferred Qualifications may include the following; we encourage candidates with related or adjacent skills to apply:

- Bachelor's degree in arts or related field.
- Experience in fundraising or art sales and collector relations.
- Experience preparing graphic design for print, digital, and social media.
- Familiarity with Salesforce, GiveSmart, NetSuite, or similar CRM software.
- Ability to work flexible hours including some weekend and evening hours.
- Exceptional time management and ability to meet deadlines both independently and as a member of a team.
- Telephone and email etiquette; ability to manage multiple tasks and projects at once and willingness to reorganize priorities when necessary.
- Willing to try new ideas and recognize when something is not working.
- Experience in writing with a consistent and accessible voice.
- Persuasive and motivated in procuring contacts, donors, funders, and other resources necessary for fundraising and program operations.
- Experience in organizing fundraising events is preferred; Spanish or another language is preferred but not required.

Working conditions

This is a part-time, 20-hour/week, hourly position without benefits. The pay range is \$30-33 per hour.

Hours are five hours/day, four days a week, with flexibility for weekend and evening work.

This position is based in Richmond, CA with both on-site and off-site hours each week.

A background check, First Aid certification, TB test or screening, and COVID-19 vaccination as well as booster shot are required.

Physical requirements

Computer work, some lifting, use of event equipment and tools.