



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
P.O. Box 656, Sun Valley, ID 83353
208-726-9491, fax 208-726-2344
www.sunvalleycenter.org

Job Title: Development Associate

Reports To: Director of Development

Purpose: Provides vital administrative support to the Development Department by helping implement a communication and solicitation plan with members, donors, vintners and corporate sponsors, assisting with data entry and reporting and supporting the hospitality functions of events.

Fundraising:

- Communicate with donors via written, phone, electronic correspondence, direct mail, printed materials, etc.
- Coordinate and generate membership renewals, year-end appeal, annual fund, etc. mailings
- Prepare grant proposals and reports for corporate and foundation supporters
- Input data associated with members, donors, Wine Auction and special events participants, in kind gifts and capital campaigns

Wine Auction:

- Support the efforts of the Special Events Fundraising Manager to keep accurate records of patron, sponsor, and in-kind contributor participation, including data entry of in-kind donations, contact information and initiating and following up on correspondence according to defined protocols
- Produce correspondence to Wine Auction guests and vintners confirming Wine Auction participation
- Obtain and organize certificates and other materials for Wine Auction Lot purchases
- Obtain and organize marketing materials from sponsors and vintners
- Play a primary role in post-event clean-up and organization of patron information, event supplies, wine, auction lots etc.

General Events:

- Assist box office with ticket sales and general customer service
- Assist with hospitality including food, beverage, flowers, etc. for all programs and events including but not limited to gallery walks, concerts, patron events, Arts & Crafts and wine auction
- Provide administrative support at program and fundraising events, (i.e. front-of-house duties, merchandise sales, etc)
- Perform other duties as assigned

Key Interfaces:

This position will interface with the following groups:

- All staff, especially the Special Events Fundraising Manager, Data and Information Specialist and Special Events Assistant
- Board Members
- Patrons
- Sponsors
- Vintners

Focus:

Internal Administration: 70%

External interface with donors and prospects: 30%

Hours

- The position is a full-time non-exempt position.
- Regular hours are 9:00 – 5:00 Monday through Friday, with nights and weekends as needed based on program and event schedules

Education/Experience Required:

- Prior successful experience performing administrative, office and customer service functions
- Strong organizational skills and proven record of success with complex and detail oriented assignments
- Ability to learn new software and technology quickly
- Proven ability to manage multiple projects according to strict deadlines
- Database entry experience preferred
- Design Experience desirable
- Complete proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint and Outlook
- Team player with even temperament
- User knowledge of the internet and social media as a marketing and communications tool
- Valid Driver's License

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps, climbing/descending ladders, moving cases of wine

Application Deadline: May 2, 2014

To Apply:

Email letter of interest and resume to information@sunvalleycenter.org or mail to P.O. Box 656, Sun Valley, ID 83353 Attn: Development Associate

The Sun Valley Center is an Equal Opportunity Employer