

Part-Time Development Administrative Assistant

Position Summary

[Motus Theater](#) is excited to be recruiting a part-time Development Administrative Assistant to support our Producing Director with all administrative aspects of development, general operations, and public relations activities. Motus Theater's mission is to create original theater to facilitate dialogue on critical issues of our time. We aim to use the power of art to build alliances across diverse segments of our community.

Our award-winning performances and projects have moved important local and national debates about marginalized local histories, and immigration reform.

- [Law Enforcement Leaders Read 'Do You Know Who I Am?'](#)
- [It's Only a Paper Moon Hanging Over Immigration History](#)
- [SALSA Loteria](#)
- [Do You Know Who I Am?](#)
- [Rocks Karma Arrows](#)
- [One Action 2016: Arts + Immigration Project](#)
- [One Action 2012: Niwot's Arrow](#)

The part-time Development Assistant plays an important role in Motus' growth, by increasing our capacity in the areas of individual-donor relations, grant writing, bookkeeping, and daily administrative tasks.

The Motus' part-time Development Administrative Assistant is expected to work 20hr/week. The majority of work hours, after initial training period, can be done off-site, provided deadlines are met.

Main duties

- Processes donations and prepare acknowledgement letters and other correspondence.
- Continually updates and correct donor database records.
- Coordinate productions and mailing of mid- and year-end appeal letters.
- Maintains guest lists, and other duties as assigned for fundraising events.
- Creates fundraising reports and other database reports as needed.
- Writes narrative questions, budgets, and gathering supporting materials for grant applications.
- Writes and/or proofreads and sends out newsletters and social media for audience/donor engagement.
- Conducts preliminary research on prospective corporate foundation and individual donors.
- Continually updates accounting books through monthly reconciliations.
- Generates financial reports for board meetings and as needed.
- Maintains foundation, corporation and individual donor files.
- Other duties as assigned by Producing Director.

Possible performance measures:

- Number of donations processed and acknowledged within a week hours.
- Success in meeting deadlines.
- Success in maintaining accuracy of donor database and bookkeeping records.
- Success in coordinating the production of direct mail appeals.
- Success in keeping organized hard copy accounting files.

Preparation and Knowledge

- Associate's or bachelor's degree
- Preferably 2-3 years of experience in a non-profit administrative development position.

- Proficiency in Microsoft Word, Excel and PowerPoint.
- Excellent verbal and written communications skills.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Ability to coordinate volunteers in data input and mailing tasks.
- Excellent interpersonal skills.
- Preferred skills:
 - Database management experience – DonorSnap preferred.
 - Experience working with bookkeeping software – QuickBooks preferred.
 - Experience working with newsletter websites - VerticalResponse or similar.
 - Experience working with websites' back office - WordPress, SquareSpace, or similar.
 - Experience working with social media outlets.

Compensation

- Hourly rate range: \$16 - \$34, commensurate with experience.
- After initial training period, opportunity to work off-location.
- Flexible hours, provided that deadlines are met.

DEADLINE

For full consideration please submit cover letter, resume, and list of references to Rita Valente-Quinn at rita@motustheater.org, by **April 13, 2018**.