



MAYO PERFORMING ARTS CENTER

DEVELOPMENT ASSISTANT

Position Status:

This is a full-time salaried position. Regular hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Attendance at selected evening meetings and evening/weekend special events including, but not limited to the Starlight Ball, the Spring Fundraiser, the Chairman's Reception is required.

Reporting:

Vice President and Chief Philanthropy Officer with supervision from the Development Director and other Development team members.

Position Summary:

The Development Assistant provides essential administrative and operational support to the Development Department, with a focus on calendar management, department coordination, and daily administrative needs, including gift processing, donor acknowledgements, constituent database maintenance, communications, and special event assistance. The Development Assistant helps ensure organized and efficient departmental operations while contributing to the success of donor and member engagement efforts.

Primary Responsibilities:

Administrative & Department Support

- Provide comprehensive administrative support for the Vice President and Chief Philanthropy Officer, including managing their appointment calendar and coordinating meetings.
- Manage Department calendar.
- Prepare meeting materials, agendas, files, and supporting documents.
- Scan, file, and archive departmental records and documentation by maintaining and organizing the department's digital and physical files.
- Process paid receipts and pledge reminders as directed.
- Maintain acknowledgement tracking and generate acknowledgement letters within established departmental timelines.
- File Daily \$ Reports and supporting documentation.
- Generate other routine database reports.
- Assist with maintaining accurate constituent records within Tessitura through database cleanup projects and data integrity initiatives.
- Respond to routine donor and member inquiries professionally and efficiently.
- Process memberships and donations by phone if needed.
- Assist with maintaining the Membership Discount Program.

Communications & Creative Support

- Assist with the design and production of membership appeals, invitations, newsletters, emails, signage, and other print and digital materials.
- Design and prepare communications for distribution through WordFly and other platforms, including Art Reception invites.
- Assist in maintaining consistent branding across Development communications as directed.

Event Support

Starlight Ball

- Assist with silent auction solicitation, procurement, tracking, acknowledgements, and mailings.
- Photograph auction items and maintain auction records.
- Assist with OneCause administration, including webpage setup and item entry.
- Support committee meetings and event logistics.
- Assist with event setup, registration, and donor stewardship activities.
- Assist with following online holiday auction through item management, mailings, and pickup coordination.
- Support additional fundraising events, donor receptions, and membership events as assigned.

Other duties as needed.

Qualifications & Requirements:

- Bachelor's degree and 1-2+ years of experience in development, fundraising operations, database management, nonprofit administration, or a related field preferred.
- Must be proficient with Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Excellent written and verbal communication skills with a professional and service-oriented approach.
- Experience with databases, constituent management systems, or CRM platforms preferred; Tessitura experience a plus.
- Experience with email marketing platforms, Canva, or similar communications tools preferred.
- Ability to handle confidential information with discretion and professionalism.
- Strong attention to detail and commitment to accuracy in data entry, correspondence, and administrative processes.

Attributes:

- Highly organized, dependable, and proactive with the ability to anticipate departmental needs.

- Detail-oriented with a commitment to data accuracy and operational excellence.
- Collaborative team member who works effectively with colleagues across departments.
- Professional and courteous when interacting with donors, members, board members, staff, and external partners.
- Adaptable and willing to support a variety of administrative, fundraising, and event-related responsibilities.
- Strong problem-solving skills and the ability to take initiative while following established processes.
- Enthusiasm for advancing the mission of a nonprofit arts organization.

Diversity, Equity, and Inclusion:

The Mayo Performing Arts Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Salary Range: \$40,000-\$45,000

Application Deadline: August 20, 2026

Early applications are strongly encouraged. Interviews may begin before the application deadline, and the posting may close once an exceptional candidate is identified.