



Development Assistant

Urbanity Dance seeks a part-time Development Assistant. The successful candidate will be a key member of Urbanity's administrative team who helps manage the organization's donor and partner relationships and its internal database systems. Reporting to the Development Manager, the Development Assistant will aspire to achieve excellence in the administrative responsibilities of the role while also providing outstanding customer service to Urbanity's community.

Responsibilities:

- Serve as primary manager of donor databases Salesforce for Nonprofits and Classy
- Track donations and process donation acknowledgment receipts
- Assist Development Manager with drafting donor correspondence
- In collaboration with Development Manager, assist with planning and execution of fundraising events
- Attend weekly Development Department meetings; follow up with team members to ensure tasks are completed
- Other related duties as needed

Required Qualifications:

- Administrative experience
- Proficiency with MS Office/Google Apps
- Experience with/aptitude for working in a fast-paced, remote environment

Preferred Qualifications:

- 1-2 years development work experience
- Proficiency with Salesforce
- Experience with dance/other nonprofit arts organizations

Salary: \$20/hour

Schedule:

This is a part-time position, 15-20 hours/week, with the potential for hours to increase. Flexible hours during the Monday – Friday work week. This position is hybrid with a mix of in-person and remote work.

**Benefits Include:**

- 2 paid vacation days
- 1 hour of paid sick time per 30 hours worked per MA state law
- Free access to all Urbanity Dance programs, including events, classes, camps, intensives, seminars and workshops
- Private studio rental at a discounted rate of \$5 per hour
- One piece of Urbanity merch each year
- Eligibility for a subsidized \$25 BDA Associate Membership under Urbanity's organizational umbrella.

How to Apply

Email your resume and one writing sample (e.g. essay, proposal, persuasive email, cover letter) to Betsi Graves, Director, at careers@urbanitydance.org with "Development Assistant" in the subject line. Applications are due no later than January 20, but will be reviewed on a rolling basis so the earlier one applies the better.

Please note that contact information for up to 2 references will be requested during the hiring process.