

## **JOB DESCRIPTION**

### **POSITION TITLE**

Development Assistant

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The Development Assistant (DA) is a part-time (10 hours per week) position at Off-Leash Area. The DA forwards the mission of the organization. The candidate ideally is familiar with the work and artistic vision of the organization, and is aware of the organization's reputation in the community.

The candidate works directly with the Artistic Directors and Board of Directors.

Desired time frame of engagement – September 1, 2019-May 30, 2020, with the goal of continuing the position in the future.

### **AREAS OF RESPONSIBILITY:**

#### Develop Community Relationships

Collaborate with the ADs to develop lists of potential partner organizations for each OLA program, and help establish and facilitate relationship building with compatible partners.

#### Fundraising

Identify local small business and corporate donors and sponsors. Assist in grant writing. Work with the AD's to develop a business sponsorship plan.

#### Develop Potential Income Streams

Facilitate formal discussions with board, staff, and advisors to devise new funding or income streams for the organization leveraging the Off-Leash Art Box as the primary asset.

#### Staff & Board Engagement

Establish effective and productive relationships with Staff & Board members. Track progress and communicate risks, issues, and concerns with Staff & Board. Attend Board meetings (5-7) over term of engagement.

#### Required Knowledge, Skills & Abilities

##### The ideal candidate:

- Commit to the position for 9 months.
- Demonstrates a flexible, friendly, positive, and dynamic communication style focused on relationship building.
- Is comfortable working in informal environments while maintaining a professional work ethic.
- Is experienced with fundraising and comfortable with asking for financial or other types of support.
- Maintains strong project management, progress tracking and report generation best practices.
- Possesses excellent written and verbal communication skills, including experience with grant writing and promotional writing.
- Is able to multitask and prioritize appropriately to meet deadlines.
- Possesses a passion for and experience with contemporary performance.
- Is familiar with the local arts environment and Off-Leash Area's work.
- Is knowledgeable of local and national funding trends.
- Demonstrates a strong understanding of current gender identity, social justice, and gender equality fields.

Send letter and resume' to Jennifer Ilse – [offleash@offleasharea.org](mailto:offleash@offleasharea.org); 612-724-7372