



Advancement Assistant

The Mahaiwe Performing Arts Center seeks a detail-oriented team player for an immediate part-time opening of Advancement Assistant to assist with gift and other data entry, run database reports, merge and print donor letters, and other projects related to fundraising at the Mahaiwe.

Reports to: Director of Advancement

Time Commitment: part-time (20-25 hours a week), hourly, non-exempt, in-person at Mahaiwe office in Great Barrington, MA.

Role: The Advancement Assistant works with other members of the Advancement team, with a particular focus on data entry using Salesforce Patron Manager database and providing administrative support. The Advancement Assistant supports the equity-focused work of the Mahaiwe in the areas of donor stewardship and prospect cultivation.

Primary Responsibilities:

- **Donor Database** in coordination with other members of the Advancement, Finance, Box Office, and Marketing teams, including, but not limited to, gift and donor contact entry, and the generation of mailing lists and reports.
- **Digital Communication**, including, but not limited to, updating donor-related content for the website, eblasts, digital donation forms, and e-acknowledgments.
- **Written Communications**, including composing donor correspondence and drafting committee minutes.
- **Event Assistance**, including preparation for and staffing at Advancement events, and occasional attendance at select live performances.
- **Other duties**, as assigned.

Requirements:

- Highly detail-oriented and well-organized
- Ability to manage time, meet deadlines, and coordinate multiple ongoing projects
- Familiarity with using database programs and comfort with data
- Readiness to work in an environment that values and includes diverse group identities
- Team player who thrives in a fast-paced creative environment
- Ability to be discreet and maintain confidentiality
- Ability to interact graciously with the public

Additional Desirable Experience:

- Experience working with communities of color, immigrant communities, non-English speaking communities, or communities with low income.
- Ability to converse in Spanish or Portuguese
- Knowledge of Salesforce/Patron Manager database
- Knowledge of Emma or related email software
- Knowledge of WordPress or related website software
- Familiarity with the greater Berkshire region
- Passion for the arts
- Flexibility to work occasional evenings and weekends at performances and events

How to Apply

Send resume and a brief paragraph in answer to each of the following questions to HR@mahaiwe.org.

1. What about this job particularly appeals to you?
2. What makes you uniquely qualified for this job?
3. How would your coworkers describe you?