

## ***For Job Boards:***

### **Overview**

TACA (The Arts Community Alliance) is currently seeking a full time, highly-motivated and detail-oriented professional to serve as a Development Assistant. This position is responsible for ensuring the successful execution of all revenue-generating activities, including multiple fundraising events, annual giving campaigns, database management, and general support to the Development team.

### **About TACA**

For over 50 years, TACA has been a cornerstone grantmaking institution. In recent years we have undergone a positive transformation to our organization that offers multifaceted support for our arts community. TACA's mission statement is focused on three key areas of support for our arts community: Grantmaking, Capacity Building, and Thought Leadership. For more information about TACA, please link to our website at <https://taca-arts.org/>

### **About the Job Opportunity**

This position provides the Development team administrative support in gift processing, database entry/maintenance, event planning/logistics, meeting coordination, generation of correspondence and acknowledgments.

This position is responsible for the comprehensive administrative support to the Deputy Director of Development and the Senior Development Manager and ensures smooth coordinated communications between our office, our donors and constituents.

### **Responsibilities**

- Manage the day to day operations of the development office including, gift processing, income reporting, drafting correspondence and managing the development office's calendars
- Maintain complete files on fundraising activity in Blackbaud's Raiser's Edge CRM database, including correspondence with donors, meeting notes, appeal letters, and donor briefs and background information
- Represent the Development Office by welcoming visitors, answering questions, handling RSVPs and responding to information requests
- Develop Development Office and Committee meeting agendas
- Generate specific database reports for TACA staff for fundraising, marketing and outreach opportunities
- Assist Director of Development to manage Event Producer who handles the logistics of the three major events
- Serve as the primary liaison between TACA and event volunteer leadership
- Lead smaller TACA donor-based events throughout the year
- Conduct prospect research for the Development Team in advance of donor meetings and events
- Assist with editing and mailing appeals and renewal letters.
- Track and record donations while coordinating internally with finance team, and craft timely and thoughtful thank you notes to donors.

### **Requirements**

- Possess a bachelor's degree; 1-3 years of relevant development or executive support experience in a non-profit or arts-related organization
- Thrive in a team-oriented environment with a commitment to providing professional administrative support; experience maintaining a calendar and familiarity with Outlook, Microsoft Office Suite
- Exhibit excellent skills in **Blackbaud's Raiser's Edge** by creating queries and exports to extract information from the database for reporting purposes, mailings and for importing data to other software applications
- Exhibit excellent skills in Word Press and Blackbaud's Online Express.
- Display excellent writing skills, including the ability to compose formal business correspondence
- Ability to determine priorities and determine competing demands of the Development office's calendar
- Show a strong sense of initiative, acute foresight, work ethic, sound judgement and dependability
- Demonstrate proven organizational skills and ability to self-motivate as well as strong oral communication skills
- Interact professionally with trustees, donors, volunteers and the TACA team with poise and discretion
- Display an interest in arts fundraising; familiarity with on-line prospect research resources
- Exhibit a commitment to professional ethics in working with highly confidential, sensitive information.

### **Special Requirements**

- Local travel is required for mailings, deliveries, event coordination tasks, meetings, and other development support errands. Occasional event support required on evenings and weekends.

### **Disclaimer:**

TACA is an Equal Opportunity Employer. TACA is committed to equal opportunity to all employees and applicants without regard to race, religion, color, gender identity, ethnicity, age, national origin, sexual orientation, disability status, veteran status or any other category protected by applicable law.

All offers for employment with TACA, Inc. are contingent upon the candidate having successfully completed a criminal background check.

To apply, please send your resume with cover letter to TACA, HR Department, at 1722 Routh Street, Suite 115, Dallas, TX 75201. You may also send by email to [lani.burgar@taca-arts.org](mailto:lani.burgar@taca-arts.org).