



FOR EMERGING THEATER, DANCE & FILM ARTISTS

Part-Time Development Assistant | Position Description

Overview:

The Princess Grace Foundation-USA is seeking an organized professional passionate about the arts to join our friendly and hardworking team. Reporting to the Development Director, the Development Assistant will be a key team player to help the department successfully support a \$2million+ budget through the solicitation of individual and major gifts, institutional support and special events. This is a part-time position (approx. 25 hrs./week), available immediately.

Organization:

During Her lifetime, Princess Grace of Monaco was deeply committed to helping emerging artists realize their career goals. The Princess Grace Foundation-USA continues this mission in Her honor. National in scope, the Princess Grace Foundation-USA assists emerging talent in theater, dance, and film by awarding grants each year through scholarships, apprenticeships, and fellowships. Incorporated in 1982 and headquartered in New York City, the Princess Grace Foundation-USA is a tax-exempt, non-profit, publicly supported organization. An international Board of Trustees including members of the Princely Family of Monaco oversees the governance of PGF-USA. To learn more about the Princess Grace Foundation-USA visit <https://pgfusa.org>.

Responsibilities:

- Assist with targeted fundraising mailings throughout the year
- Deposit and record all contributions to the Foundation
- Oversee database entry of gifts, events and appeals
- Generate daily and monthly contributions reports
- Reconcile reports with accounting manager
- Draft and manage mailing of acknowledgement letters and other written materials
- Research prospective donors
- Help plan and execute a variety of special events including black-tie Gala
- Research venues for potential events
- Manage Guild (young professionals) membership and events
- Help produce creative materials, including invitations and fundraising collateral

Qualifications:

- Excellent written and verbal communication skills
- Knowledge of Raiser's Edge; Crystal reports a plus
- Proficiency in Microsoft Office and Excel
- Strong attention to detail
- Ability to organize and prioritize tasks
- Enthusiasm, commitment and creativity

Compensation:

Salary based on experience and expertise

Candidates:

Interested candidates should email a cover letter and resume to the attention of the Executive Director, Ms. Toby E. Boshak at tboshak@pgfusa.org.