

The John G. Shedd Institute for the Arts

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Web Sites: ofam.org - theshedd.org

Job Posting: Community Relations Assistant, Stewardship Dept.

HOURS: full time; flexibility to work some evening and weekend hours for special events and concerts

COMPENSATION: \$14.50/hour, salary track.

The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue manager that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.

RESPONSIBILITIES:

The Community Relations Assistant is part of the Stewardship team, assisting with annual fundraising campaigns; database entry and donor acknowledgements; providing support to the Board in their tasks of fundraising, audience development, and community relations/advocacy; and planning and coordinating special events.

Individual development and donor relations: assist with managing calendar for individual fund raising solicitation mailings to retain current and secure new contributors; coordinate and manage bulk mailings; assist with donor and VIP invitations to receptions and events; ensure acknowledgements to gifts are timely and accurate; schedule and work with volunteers; database entry and maintenance.

Special Events, pre-concert Dinners and Concert support: assist with producing special development events, including decorating, invitations, rsvps; serve as host/hostess at pre-concert dinners; and assist with post-concert receptions.

Board of Directors activity support: assist in scheduling meetings and coordinating board involvement in committees; take minutes and produce reports of meetings; coordinate ticketing and promotional outreach to prospects identified by the Board.

Grant submissions: assist with compiling and submitting materials for grant applications.

Other: assist with routine administrative duties, including phone answering, ticket sales, building tours, etc.

QUALIFICATIONS and ATTRIBUTES:

- 2 years' minimum experience in the field.
- Bachelor's degree preferred.
- Good written and oral communication skills; confident personal presentation skills; upbeat personality.
- Eye for detail and strong organizational skills.
- Must be able to interact effectively with volunteers and Board volunteer leadership.
- The ability to work on short- and long-term projects simultaneously.
- A proven combination of initiative/creativity and an ability to work collaboratively as part of a complex team. Must be willing to ask questions rather than make assumptions, while working under pressure.
- Good computer skills with Microsoft Office suite. Familiarity with relational database and graphics programs desired.
- Good personal appearance; no visible tattoos, modest piercing.

APPLICATION PROCEDURE:

- 1) Submit résumé with the addresses and phone numbers of at least 3 references familiar with your qualifications.
- 2) Submit letter of application indicating interest in the position, the extent of experience in the above areas of responsibilities, and professional goals.
- 3) Submit, or be able to submit upon request, a writing sample or materials from a successful project or special event.
- 4) No phone calls please.

SUBMIT APPLICATION TO:

Ginevra Ralph, Director of Stewardship

Email submissions to: gralph@theshedd.net or mail to:

The Shedd, PO Box 1497 Eugene OR 97440-1497

(Physical address 868 High Street, Eugene)