

## Development and Administrative Assistant, Alabama Ballet

The Development and Administrative Assistant supports all aspects of Alabama Ballet's operations, development and communications. The position is full-time (40 hours/week with some after hour work required at performances and special events). The ideal candidate will be organized, be able to work with a diverse group of people, work well under pressure and can multi-task with ease, handling special projects and assignments as well as regular data entry and reporting duties.

### **Duties and Responsibilities:**

- Provide regular administrative support for Development, including assisting with gift entry, thank you letters, mailings and information packets
- Prepare all mailing materials for bulk mail, create form letters and perform mail merges
- Assist with special events and donor relations
- Help maintain data, filing, organization materials
- Responsible for the recruitment and oversight of Alabama Ballet's Junior Board and their annual fundraiser
- Manage the Ballet's free educational performances by working directly with teachers to process their reservations, developing promotional materials to distribute to area schools and managing logistics each performance day
- Organize purchasing and preparations for the Nutcracker Boutique
- Update donor profiles
- Assist with distribution of basic materials, including gathering information for the webpage, e-newsletters, regular newsletters, news releases and fact sheets
- Generate fundraising reports
- Complete office supply orders for Admin and Production
- Support day-to-day maintenance of building and works with vendors to schedule necessary repairs and/or maintenance of the facility as needed
- Manage the front/main reception area of the Alabama Ballet facility and greet vendors, guests, families, donors, professional dance company members, and others who have business needs within the organization

### **Desired skills:**

Basic knowledge of Microsoft Office

Knowledge of a fundraising database

Please send cover letter, resumé and salary requirements to [information@alabamaballet.org](mailto:information@alabamaballet.org) . No phone calls, please.