

Development Assistant

Part Time

8-10 hours per week



The Development Assistant will broadly contribute to Spudnik Press Cooperative's development and fundraising efforts. Working in a supportive role to the Executive Director, this position will primarily focus on individual giving and special events.

The ongoing monitoring and maintenance of donor records is a central element of this position. Responsibilities include processing donations and special event ticket sales, sending donor communications related to cultivation, solicitation, and donation acknowledgement, and tracking event attendance. The Development Assistant will write content for acknowledgement letters, press releases, e-newsletters, social media, and individual giving efforts such as the end-of-year appeals.

The Development Assistant will support grant-writing efforts by preparing application documents, collecting data, and note taking. This position will support the organization's key fundraising events by soliciting and tracking in-kind contributions, collecting data for and importing online auction items, and active participation in the planning committee. The Development Assistant will also produce various reports for staff, the board of directors, and funders.

Assignments will vary week-to-week, based on the needs of the organization. To ensure that the Development Assistant is able to be productive and effective in their role, they will be expected to maintain existing processes and protocol and at times develop efficient and reliable processes to expedite projects.

In time, workload may expand or standardize to allow more self-driven work. Additionally, opportunities may arise for the Development Assistant to contribute to the overall direction and goals of Spudnik Press development efforts.

Key Skills and Qualifications:

- Strong analytical writing skills; Grant writing experience preferred.
- Strong professional communication skills; Marketing experience preferred.
- Proficient with full Microsoft Office suite.
- Experience working with databases or CRM systems.
- Flexible; Works well with assigned tasks.
- Detail oriented with consistent quality of work.
- Can handle sensitive information with the highest degree of integrity and confidentiality.
- Previous not-for-profit development, fundraising, or administrative experience preferred.

To apply:

- Submit a cover letter, writing sample, and resume with three professional references to angee@spudnikpress.org.

Compensation is \$13-15/hour based on previous experience. Benefits include paid time off and waived tuition for all Spudnik Press classes. For more information about Spudnik Press, please visit www.spudnikpress.org.

Spudnik Press Cooperative
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