



JOB DESCRIPTION

Development Assistant

Position Category:	Full-time, Regular
Employee Type:	Salaried, Non-exempt
Reports to:	Development Manager
Direct Reports:	None
Work Schedule:	Monday–Friday, 9:00 a.m.–5:00 p.m.; some evening and weekend hours required
Last Updated:	December 9, 2020

Position Overview

The Development Assistant (DA) provides direct support to the Deputy Director and works closely with the Development Manager, communications team, and other administrative staff. The DA's essential duties include direct administrative support to the Deputy Director—who manages both development and communications activities—donor database maintenance and reporting, event and meeting logistics, and general administrative duties.

The Development Assistant actively participates in ongoing efforts to further an organizational culture that supports and reinforces the equity, diversity, and inclusion goals of Literary Arts.

Essential Duties

Administrative

Support to Deputy Director

- Manage and prioritize scheduling and the calendar for the Deputy Director, including internal and external meetings and appointments for professional matters.
- Prepare, copy, and submit expense/reimbursement reports for the Deputy Director
- Maintain supplies and equipment for the Deputy Director

General Office Support

- Receive, read, date, stamp, track, and route mail
- Cover phones for the office by answering questions and resolving issues or referring callers appropriately
- Serve as on-site tour guide for visitors from a variety of backgrounds.

Meeting and Event Planning

- For board, council, and donor events and meetings, provide logistical support at the direction of the Deputy Director
- Draft and send out agendas, follow up on invitations, track RSVPs, etc.
- Secure venues; order food and supplies
- Ensure that all logistical arrangements and staffing needs are met, including materials and equipment; manage load-in/load-out and set-up/tear-down tasks
- Ensure that all related information and materials are sent out in advance and/or available at events or meetings
- Keep minutes during team meetings, council meetings, and other meetings as directed



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- Debrief with Deputy Director after meetings and events

Communications

- Prepare documents, presentations, and key messaging materials for the Deputy Director
- Write/draft routine correspondence and prepare reports as directed by the Deputy Director
- Project-specific opportunity to create, maintain, and execute a social media editorial calendar and posting schedule

Proofreading/Copyediting

- Draft written communications for the Executive Director
- Copyedit/proofread memos, reports, presentations, and other documents as requested by the Executive Director
- Act as a proofreader for all organizational documents and oversee adherence to style guide
- Other duties as assigned by the Deputy Director

Qualifications

Skills and Traits

Professional

- Strong written communications skills, including proofing and editing
- Ability to effectively converse with diverse groups of patrons and the general public and help create a welcoming environment for people of all backgrounds
- Database entry, reconciliation, and reporting
- Ability to work accurately with numbers
- Working knowledge and competency with standard office technology and applications
- Working knowledge of basic project or event logistical planning

Personal

- Highly organized
- Able to adapt to changing demands and work styles
- Self-motivated
- Good sense of humor
- Highly dependable

Diversity, Equity, and Inclusion

An understanding of Literary Arts' mission and commitment to diversity, equity, and inclusion is expected of all new employees. This includes the 2019-22 Strategic Framework, which is available on Literary Arts' website. This understanding and commitment should be demonstrated through the performance of assigned duties, as well as all-staff activities.

Experience

- Literary Arts acknowledges and celebrates all types of learning, including academic, career, and on-the-job training, as well as volunteer and military service.
- Literary Arts' goal is to hire and retain individuals who have demonstrated success performing the essential duties of the position and/or who possess the qualities to learn new skills quickly.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role.



Job Conditions

Office Layout is open-concept, with two common spaces used for meetings, events, and workshops. The Development Assistant's workstation has direct sunlight and is in the front of the office space. Approximately 65% of workday is spent at an unshared computer workstation, 15% in meetings, 10% at events, and 10% performing tasks around the office.

Equipment Used: Macintosh laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

Physical Demands: Long periods of sitting are required at the computer or in meetings. However, this position does accommodate breaks from sitting as needed. Occasional lifting and moving of boxes is required; boxes in excess of 25 pounds should be lifted with assistance. The Development Assistant verbally communicates with patrons and members of the general public throughout the day. Some concentrated periods of computer keyboarding may be required throughout the workweek.