

POSITION OPENING Development Assistant

Date Posted: December 16, 2019
Application Deadline: January 5, 2020; position will remain open until filled
Target Start Date: February 3, 2020
Position Status: Full-time, Salaried, Non-exempt
Salary Range: \$33,500–36,000 DOE, with full benefits package

Literary Arts is seeking a Development Assistant (DA) for its development and communications team at our downtown Portland location. This position provides direct support to the Deputy Director and works closely with the Development Manager, communications team, and other administrative staff. This is a great opportunity for individuals interested in gaining experience in the nonprofit field, especially in the arts and culture sector. Candidate selection will be based on an understanding of and commitment to the organization’s mission and core values, as well as professional skills and experience. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds is desirable.

Literary Arts is committed to equity, both in our programming and hiring practices. The history of who is empowered to tell their story and reach a wide audience is intertwined with a legacy of oppression, racism, and privilege. At Literary Arts, we acknowledge that, as a historically white organization, we have been part of this history. Committing to equity is crucial to our growth and that of the Portland arts and culture ecosystem. We are committed to a future in which all members of our community have the opportunity to tell their stories, particularly members of our communities of color. Though we acknowledge there are a variety of marginalized and oppressed identities within our community, our emphasis in this work is on race and ethnicity. It is our hope that by addressing racial inequity in our community, we will create a space in which readers, writers, and youth of any and all identities feel welcome, leading to more equitable outcomes in our work for all marginalized identities.

Essential Duties: 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.

Qualifications:

Skills and Traits

- Professional: strong written and oral communications skills, including proofing and editing, as well as ability to effectively converse with diverse groups of patrons and the general public; database entry and reporting; accuracy working with numbers; working knowledge of standard office technology; and competency with logistical planning and management of projects and events.
- Personal: a highly organized, flexible, and effective problem-solver, able to adapt to changing demands and work styles; self-motivated with a good sense of humor; highly dependable.
- An understanding of and commitment to Literary Arts’ mission and core values. The ability to demonstrate this commitment in assigned duties, as well as all-staff activities, is an essential requirement of the position.

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.

Complete job description is available at: <https://literary-arts.org/who-we-are/open-positions/>.

How to Apply:

Please send a single PDF document that includes the following items to applications@literary-arts.org. Submittal should be no more than five (5) pages.

- 1) Cover Letter
- 2) Resumé
- 3) Candidate Checklist: <https://literary-arts.org/who-we-are/open-positions/>

After you submit your application, you will receive an email confirming receipt of your materials. You will also receive an invitation to complete a short voluntary and anonymous survey that will help us assess the diversity of our pool of applicants. Literary Arts will use this information for statistical analysis only. By providing this information, you will help us in our efforts to improve our recruitment process by including a broad cross-section of our diverse communities.

Deadline: January 5, 2020. Applications received by this date will be reviewed the week of January 6, 2020. Applications received after this date will be considered after the first review group. The position will stay open until it is filled.

Our mission is to engage readers, support writers, and inspire the next generation with great literature. Literary Arts is a community-based nonprofit arts organization located in Portland, Oregon with a 35-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; the Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; Youth Programs, which inspires public high school students to write, revise, edit, publish, and perform their own creative writing; and the Portland Book Festival, which builds community around literature through author events, workshops, a book fair, and more. We also offer guided discussion groups around great works of literature through a program called Delve. For more information about Literary Arts, visit www.literary-arts.org.

Literary Arts is an Equal Opportunity Employer