The Irish Classical Theatre Company is looking to fill the position of **Part-Time Development/Administrative Assistant** immediately. The Assistant will provide administrative support to the Director of Development and the Director of Marketing.

        Tasks will include:

* Providing administrative support to the Director of Development and participating in all fund raising activities including donor and public relations, campaigns, direct mails appeal, and special events.
* Processing donations and preparing acknowledgement letters and other correspondence.
* Maintaining foundation, corporation, major and individual donor files
* Updating and correcting database records in Professional Fundraiser Program
* Updating monthly -contributed revenue reports and breakdowns, donor status reports and development expense budget.
* Conducting preliminary research on prospective major donors as well as corporate and foundation support
* Updating donor, foundation, and corporate acknowledgements in all ICTC playbills
* Updating ICTC"s website through WordPress as needed
* Executing actor and production staff contracts for all productions
* Processing all donation requests
* Coordinating ICTC's school matinee program.

Send resumes and cover letters to [development@irishclassical.com](mailto:development@irishclassical.com)