JOB POSTING: Development and Community Engagement Assistant

The Roycroft Campus seeks an organized and enthusiastic individual to serve as **Development and Community Engagement Assistant**. This is a half-time position (20 hours/week), reporting to the Development Director. The wage range for this position will be hourly and dependent upon experience, starting at $15/hour. If combined with another part-time position, the employee may be eligible for benefits including paid time off, health insurance, 401K, and paid holidays.

**SUMMARY:** Under the supervision of the Development Director, the **Development and Community Engagement Assistant** will assist with the operation of all fundraising activities and special events, and will make a significant contribution to the mission and vision of the Roycroft Campus.

**DUTIES INCLUDE:**

- Assist with event planning and coordination of several events including two major fundraisers and 8-12 additional small events per year.
- Act as staff liaison for third-party fundraising events, including attendance at events as requested.
- Assist with data entry, acknowledgement letters, and membership materials.
- Assist with writing and editing of appeals, acknowledgements, newsletters, social media, and proposals.
- Assist with Annual Fund mailings and other mailings as assigned.
- Update development and event pages on the website.
- Support ongoing cleanup of the database.
- Provide executive support to the Development Director and other staff as needed.
- Perform other duties as requested.

**REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCE:**

- Bachelor’s degree or other demonstrated/significant experience in fundraising, marketing, or similar office environment preferred.
- Competency with Microsoft Office and database systems. Experience using a CRM database is a plus – quick learning of new digital tools could be an equal asset.
- Self-motivated and reliable, with the ability to work independently.
- Positive team player who will engage with others at varying levels within and outside the organization.
- Strong customer service and communication skills, both written and verbal, and ability to stay calm under pressure.
- Strong time-management and organizational skills and the ability to manage multiple tasks and projects at one time and see them through to fruition.
- Valid driver’s license and ability to travel within WNY as needed.
- Must be able to work occasional evenings and weekends.
- Ability to occasionally move items weighing up to 35 pounds.

The Roycroft Campus is an Equal Opportunity Employer and does not discriminate based on race, color, sex, age, disability, religion, national origin, citizenship status, sexual orientation, gender identity or expression, or any other legally protected status. Our staff and board value diversity and inclusion, and we encourage applications from people of color, women, LGBTQ+ individuals, and people with disabilities.

Please submit resume and cover letter to info@roycroftcampuscorp.com.

*Date Posted: August 2022*