

Advancement Assistant

Scottsdale, AZ

Description

Come join the team at Frank Lloyd Wright's Taliesin West - a World Heritage site and one of the most frequently visited travel destinations in Arizona!

Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand and financially support the historic spaces of Frank Lloyd Wright's Taliesin and Taliesin West, the Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright's own words, our vision is "to make life more beautiful, the world a better one for living in, and to give reason, rhyme and meaning to life."

The Advancement Assistant works with the Vice President & Chief Advancement Officer, Director of Development, and the Advancement Team on varied tasks in support of the planning, coordination, and implementation of member, donor and prospect cultivation, fundraising campaigns, event activities, and general administrative support for the department. This position develops processes and tools that streamline administrative workflow and support development activities.

The Advancement Assistant position requires in-person meetings and event attendance. Some evenings and weekends may also be required.

Essential Functions:

- Assist in coordinating Advancement and related organizational meetings/appointments, and events including tours and donor activities (i.e., RSVP/guest lists, day-of logistics and follow-up for such activities as personal tours, small meetings, or major events)
- Assist with administration of donor database while ensuring privacy and confidentiality of donor information; this may include data entry, data clean-up, and research
- Support donor stewardship and cultivation activities including coordinating custom mail pieces, emails, and calls
- Create administrative processes and forms for continuous improvement and streamlined workflow
- Coordinate all IT, Marketing and Communication, and Facilities requests for department
- Procure and maintain all department supplies, including ordering office supplies and print collateral
- Provide administrative support to the Vice President & Chief Advancement Officer, Director of Development and the Advancement team as needed, including managing incoming and outgoing mail
- Train and oversee volunteers for special projects, administrative projects, and events as needed

- Other duties as assigned.

Requirements

Minimum Qualifications:

- Two years of experience in development, fundraising, and/or event planning in a nonprofit setting
- Familiarity with general administrative/office procedures including mid-level competency in use of computers (hardware and software including MS Office), report writing, and business correspondence
- High level interpersonal skills with internal and external audiences
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective work relationships with donors, staff, and volunteers
- Ability to prioritize work, and manage multiple priorities, and working independently with minimal supervision
- Able to maintain professional and ethical conduct, including confidentiality, integrity, and honesty.
- Ability to collaborate, problem solve and resolve conflicts in a constructive manner.
- Demonstrated interest and desire to learn development/fundraising concepts
- Ability to work a flexible schedule including select evenings and/or weekends in support of special events

Preferred Qualifications:

- Knowledge of Blackbaud Altru or relationship database programs
- Affinity for the mission of the Frank Lloyd Wright Foundation.
- Interest in architecture, arts, design, and/or history.

Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- Physical Demands: While performing the essential functions of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work environment: While performing the duties of this job, the employee is exposed to weather and desert environmental conditions prevalent at the time. The noise level in the work environment is usually moderate.

- OSHA Risk Classification for COVID-19 Exposure: Lower Risk (Caution): This position has minimal occupational contact with the public and other co-workers and is therefore determined to fall within the Lower Risk category as defined by OSHA. To further minimize risk, employees are required to follow the Foundation's Safe and Healthy Workplace guidelines and related personal and facility infection control policies.

The Frank Lloyd Wright Foundation is an Equal Opportunity Employer.

How to apply:

Qualified candidates are encouraged to submit an online application, including cover letter, resume and minimum salary requirements via our website

at www.franklloydwright.org/careers or directly at:

<https://recruiting.paylocity.com/recruiting/jobs/Details/894612/Frank-Lloyd-Wright-Foundation/Advancement-Assistant>