

Job Description
American Dance Festival, Inc.
Full-Time Year-Round (non-exempt)

Position Title: Development & Marketing Assistant

Reports to: Director of Grants and Development Operations, Director of Communications & Marketing

Job Summary: Provide administrative support for Director of Grants and Development Operations and Director of Communications & Marketing

Salary and Benefits: This is a full-time, non-exempt salaried position. Salary hiring range is \$35,000-\$40,000 depending on experience and qualifications. ADF offers an excellent benefits package that includes PTO (holidays, vacation, sick time, and personal time) and a 401K with a 4% match plus health, long and short-term disability, dental, and life insurance.

Qualifications: Bachelor's degree or an equivalent combination of relevant education and/or experience required. Work experience in an administrative role preferred. A competitive applicant will possess exceptional attention to detail and time management skills, be well-organized with a customer-oriented approach, have strong writing and editing skills, and exhibit a curiosity and eagerness to grow and learn. Proficiency in Microsoft Office and Google suite products required. Experience working with databases and mail merge preferred. Enthusiasm for the arts and a knowledge of modern dance a plus.

Anticipated start date: Mid-January 2023

To apply:

Please email a cover letter, resume, and three references to adf@americandancefestival.org with Development & Marketing Assistant in the subject line by January 1. No phone calls, please.

Responsibilities include but are not limited to the following:

Development Department Support

- Individual Donor Tracking
- Draft and mail donor thank you letters
- Work with 4aGoodCause (ADF's online fundraising platform)
- Assist with ADF's monthly newsletter to government officials
- Proof-read and help prepare grant proposals and reports
- Assist with funder recognition tracking
- Assist with departmental correspondence for ADF's annual report and statistics
- Assist with logistics for ADF board meetings
- Run database reports for fund tracking and donor mailings as needed
- Help identify and solicit in-kind donors
- Research prospective grant opportunities
- Schedule and oversee ADF School Tours during the ADF season
- Provide support for the development department events and activities as needed

Communications & Marketing Department Support

- Work with venue box offices to set-up and oversee all ticketing matters
- Manage all VIP ticketing
- Coordinate annual mailing for single ticket buyers and subscribers
- Hire, train, and supervise a seasonal staff position each summer
- Provide support for marketing department events and activities as needed

The American Dance Festival (ADF) is 501c(3) non-profit arts organization based in Durham, North Carolina. We exist to ensure that modern dance remains a powerful and universal form of human expression and that this art form is accessible to all, now and for generations to come.

ADF prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We strongly encourage people of color, women, LGBTQ+, and disabled candidates to apply.