

# Executive Assistant (Part Time)

In the belief that the visual arts are indispensable to a healthy community, it is the mission of the Minnetonka Center for the Arts to provide teaching excellence, quality exhibitions and cultural enrichment for people of all ages, interests and abilities.

Minnetonka Center for the Arts is a non-profit organization incorporated in 1952 to enrich the quality of life in the community by making visual arts a part of everyday life. Studio classes, workshops and lectures are scheduled year round for adults, teens and children of all levels of experience and skill.

The Minnetonka Center for the Arts' modern 31,000-square-foot structure was designed around two concepts, art and community, by James Dayton Design, Ltd. of Minneapolis. It is a place for studying and creating art, viewing exhibitions and contributing to an artistic discourse. It also facilitates social interaction and community involvement. Working artists as instructors make the Art Center an exciting, nurturing home for the creation and appreciation of the visual arts in the metro area and beyond. Year around classes and workshops for adults, kids and teens include: Ceramics, Sculpture, Drawing, Painting, Fiber, Glass, Jewelry, Sculpture and Photography.

**Job: Part Time**

**Hours: 24 hours per week, flexible schedule**

**Salary: DOQ**

**Closing Date: Open until filled**

## POSITION:

Assistant Executive Director in all aspects of Art Center operations. Organize and implement administrative systems to ensure an effective and efficient development effort. Record, process and acknowledge gifts. Respond to donor inquiries. Maintain and manage donor database including membership. Prepare fundraising reports. Assist with special events and grant preparation.

## ACCOUNTABILITIES:

- Identify and research funding prospects and strategize annual appeal approaches with Executive Director.
- Prepare, mail and track solicitation and acknowledgement letters, and coordinate mailings for annual appeals.
- Manage Raiser's Edge database, including maintenance of constituent information and creation of analytical reports.
- Maintain membership renewal records and investigate new renewal procedures, retention and upgrades.
- Generate and maintain organizations planning and exhibits calendars.
- Maintain inventories for office supplies, mailing materials.
- Manage office operations. Maintain office equipment. (Phone system, copiers, faxes, postage machines etc.)
- Assist in planning and implementing fundraising events.

- Administrative duties related to Board of Directors. Track attendance, Board mailings, and meeting minutes.
- Record and acknowledge Memorial Gifts.
- Manage Gift Certificate requests and database.

EXPERIENCE:

- Bachelor's degree
- 3-5 years of experience
- Excellent attention to detail, strong organizational skills, solid communication and people skills
- Raiser's Edge experience preferred

WORKING CONDITIONS:

Work performed in an office. Slight physical activity requiring the lifting of objects weighing 20 pounds or more. Part-time with some evenings and weekends required.

APPLY:

Send cover letter and resume to:

Roxanne Heaton

Executive Director

Minnetonka Center for the Arts

2240 North Shore Drive

Wayzata, MN 55391

Or: [rheaton@minnetonkaarts.org](mailto:rheaton@minnetonkaarts.org)