



DEVELOPMENT AND ADMINISTRATION ASSISTANT

The American Craft Council—a national nonprofit supporting craft and its artists—seeks a development and administration assistant who understands the importance of efficient processes and accurate data in an organization’s ability to maintain and develop relationships with its stakeholders and donors. An opportunity to be part of a collaborative, mission-driven team working to move the craft field forward, this position supports the day-to-day operations of the organization and sets the development team up for success by maintaining individual records in our database, accurately entering data, and assisting with the reporting and acknowledgment process. This position will also support other areas of ACC by assisting with meetings and events, customer service, and general office tasks.

RESPONSIBILITIES AND DUTIES

- Using the Salesforce database to process gift entries and update donor records.
- Opening and distributing ACC mail.
- Processing returned mail.
- Keeping an inventory of and managing printed needs for the office.
- Mail merging and printing donor acknowledgment letters.
- Coordinating other small in-house mailing projects.
- Assisting with donor and trustee events including taking and tracking RSVPs, creating name tags and attendee materials, organizing the event check-in process, and helping to manage catering and/or refreshments.
- Assisting with internal staff and trustee committee meetings including preparing agendas and other meeting materials and taking meeting minutes.
- Responding to general customer service emails and triaging specific inquiries to appropriate staff members.
- Online research and list keeping of craft events and updates on former trustees and ACC Fellows to include in various publications and newsletters.
- Maintaining and ordering office supplies.
- Supporting the maintenance and organization of the ACC offices, including setting up for meetings, as needed.
- Managing other projects as assigned to support ACC’s operations.

ESSENTIAL EXPERIENCE, SKILLS, AND COMPETENCIES

The ideal candidate:

- Has strong organizational skills with an attention to detail.
- Has experience in office administration and customer service.

- Has experience with using a CRM database (Salesforce experience is a plus).
- Is proficient in Microsoft Office product suites, including Word, Excel, and Powerpoint.
- Is proficient in Google product suites, including Google Docs, Sheets, and Slides.
- Likes to work with cross-functional teams.
- Is self-motivated and deadline-driven.
- Has an affinity for the mission of the American Craft Council.

PREFERRED EDUCATION AND EXPERIENCE

The ideal candidate should have knowledge of standard concepts, practices, and procedures related to the position, including:

- Expertise in the use of English grammar and punctuation.
- Strong written, oral, and interpersonal communication skills.
- The ability to interact effectively with a wide variety of people, including staff, trustees, members, donors, volunteers, vendors, and artists.
- Experience or an interest in the arts or craft is a plus.
- Can manage multiple responsibilities.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to use their hands to operate office equipment and computing resources.
- This position must be able to sit for periods of time using office equipment and computers.
- This position may require moderate lifting of supplies and materials from time to time.
- The working environment is a general office environment with a low noise level.
- This job will require in-person work at ACC offices located at 1224 Marshall St. NE, Suite 200, Minneapolis, MN 55413.

ABOUT THE AMERICAN CRAFT COUNCIL

ACC is a national nonprofit working to keep the craft community connected, inspired, and supported. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. Eighty years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through longstanding awards and a unique research library. A range of other programs create space for dialogue and action—because craft can bring us together as people. Learn more at craftcouncil.org.

SALARY RANGE: \$36,000–\$42,000 plus complete benefits package.

TO APPLY

If this position sounds like a great fit, we want to hear from you! Please send your cover letter and resume to employment@craftcouncil.org with the subject heading of “Development and Administration Assistant.”

The deadline to apply is July 20, 2021.

ACC is an equal-opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. Read more about [ACC's commitment to inclusion and equity](#).