



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 connection between efficient processes and our organization’s ability to maintain and develop relationships with our stakeholders and donors. This position sets the development team up for success with database maintenance, accurate data entry, and managing the reporting and gift acknowledgment processes. The person in this role will also support the day-to-day operations of the organization by assisting with meetings and events, customer service, and general office tasks. This role provides an opportunity to be part of a collaborative, mission-driven team that works to move the craft field forward.

RESPONSIBILITIES AND DUTIES

Fundraising Assistance - 40%

- Using our database system to process gift entries and maintain donor records
- Making thank you calls to donors weekly
- Mail merging and printing donor acknowledgment letters
- Using our database system for report building and campaign management
- Pulling mail lists for appeals using Salesforce reports
- Coordinating other mailing projects as needed

Administrative Support - 40%

- Distributing ACC mail and processing returned mail
- Keeping an inventory of and managing print needs for the office
- Maintaining and ordering office supplies
- Helping with general customer service emails and calls, and sorting specific inquiries to appropriate staff members
- Supporting the maintenance and organization of the ACC offices
- Managing other projects as assigned to support ACC’s operations

Events Support - 20%

- Assisting with donor and Board of Trustee events and meetings, including:
 - Tracking RSVPs
 - Creating name tags and event materials
 - Organizing the event check-in process
 - Helping to manage catering and/or refreshments
- Assisting with internal staff and board meetings, including:

- Preparing agendas and other meeting materials
- Taking meeting minutes
- Help setting up for in-person meetings and events as needed

ESSENTIAL EXPERIENCE, SKILLS, AND COMPETENCIES

The ideal candidate:

- Has strong organizational skills with strong 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 a curiosity and interest in learning and updating processes
- 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 many responsibilities and timelines

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is 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 at times.
- The working environment is a general office environment with a low noise level.
- This job is hybrid and will require a minimum of two in-person work days per week at the 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: \$40,000–\$45,000 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 December 15, 2022.

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](#).