



Executive/Development Assistant

The Vermont Arts Council, an independent nonprofit statewide organization based in Montpelier, seeks an experienced and energetic executive/development assistant.

About the Arts Council

Since 1965, the Vermont Arts Council has been the state's primary funder and advocate for the arts and cultural experiences throughout the state. We envision a Vermont where everyone has access to the arts and creativity in their lives, education, and communities.

Position Description

The executive/development assistant is a key member of the Council's administrative team, providing support for the executive director and board of trustees. The person in this position also provides regular administrative assistance for the communications director and support for the office as a whole.

Responsibilities include:

- assisting the executive director in managing her workload. This includes arranging conference calls, scheduling meetings, conducting research, and preparing meeting materials and presentations
- responding to public inquiries and serving as the front-desk receptionist at the Council office
- scheduling and coordinating logistics for quarterly board of trustee meetings and committee meetings
- developing and managing the Council's social media strategy
- coordinating printing and mailing of fundraising appeals and acknowledgment letters
- processing individual and corporate donations and maintaining donor database, tracking campaigns, and preparing reports for the executive director as needed
- performing general clerical/office management duties which include handling daily phone calls and email correspondence, photocopying, shipping, and managing office files and supplies
- providing support for special events, grant panel meetings, and workshops

Qualifications/Competencies

- Excellent oral and written communication skills. Proofreading and copyediting abilities a plus
- Three to five years' work experience in an administrative assistant position, with at least one year assisting a senior manager or executive director
- Demonstrated experience with Facebook, Twitter, and Instagram
- Advanced word processing skills, proficiency with Excel, and practical familiarity with other components of the Microsoft Office Suite
- Experience with donor management software a plus
- Ability to work independently and in a team environment
- Attention to detail, a mindset of accuracy and problem solving
- Commitment to the mission of cultivating and advancing the arts and creativity throughout Vermont

Working Conditions and Compensation

This is a full-time, 40 hours/week position. Usual working hours are 8:30 a.m. to 5:00 p.m. with some flexibility. Work is primarily in an indoor office setting; some special events are held in outdoor settings.

Salary range is \$32,000 - \$35,000. Compensation will be competitive and based on experience. The Arts Council provides a generous benefits package.

How to Apply

Applications will be accepted until December 15, 2018, although interviews may begin earlier. Send a C.V., cover letter, and the names of three references to info@vermontartscouncil.org with "ATTN: Admin Position" in the subject line.

Nondiscrimination

The Vermont Arts Council is an equal opportunity employer and is committed to maintaining an environment free from discrimination on the basis of race, religion, color, creed, national origin, age, sex, marital status, sexual orientation, gender identity or expression, genetic bias, disability, citizenship, veteran status, or other category protected by applicable state or federal law.