Title: Development Assistant

Type of position: Part-time, 28 hours per week, including occasional weekends and evenings.

Reporting Relationship: The Development Assistant collaborates with the entire staff and reports to the Development Manager. Performance assessments occur at 3 months and 1 year.

Salary: $17/hour. This position does not include benefits.

Location of work: This role is in-person. The UMLAUF Sculpture Garden + Museum, 605 Azie Morton Road, Austin, TX 78704.

Start Date: August 2023

The UMLAUF: Located in the heart of Austin and adjacent to Zilker Park, the UMLAUF Sculpture Garden + Museum features a permanent collection of sculptures by Charles Umlauf nestled within a 6-acre garden. We host a wide variety of year-round public programming for all audiences. The gallery and garden rotate exhibitions of 20th and 21st-century art. The UMLAUF offers a beautiful, unique location for private and corporate events.

The UMLAUF is a 501c3 City of Austin-owned Museum whose mission is to exhibit the work of Charles Umlauf and other visual and performing artists in a museum and garden setting. We provide educational and cultural experiences that encourage the understanding and appreciation of the intersection of nature, sculpture, and the arts. The UMLAUF is an equal opportunity employer committed to creating a diverse, equitable and inclusive environment.

The Opportunity: The Development Assistant is a part-time position supervised by and supporting the Development Manager to assist with fundraising, grant applications, membership, and event planning.

Responsibilities/Duties:

- Excellent organizational skills required.
- Enjoys people and has experience working with volunteers, is clearly enthusiastic about the UMLAUF, and is highly motivated with a positive attitude. Is flexible and willing to work in a small and dynamic environment. Able to work well under pressure while remaining calm and pleasant.
- Excellent computer skills and substantial experience with office software. Experience with Word, Excel, Adobe, and CRM databases is required.
- Strong written and oral communication skills required.
- Experience working on large events, membership support, and volunteer management. Public and media relations experience a plus.
- Assist Development Manager with meeting preparations and follow up, including coordinating with participants to schedule meetings, drafting, and editing reports and agendas, and taking notes on resolutions and action items.
- Assist with gift intake, tracking, and management. (Via NEON & GiveSmart platforms)
- Collect and research data (quantitative and qualitative) to support or answer specific questions related to the Development department.
- Maintain CRM data entry and database administration including recording membership, donors, gifts, and grants.
- Assist with sourcing, applying for, and reporting on grants.
- Membership:
  - Record/maintain/update membership database
  - Mail membership packets to new and renewing members
- Send out monthly membership renewals, regular upcoming events mailers, e-newsletters, membership events invitations, etc.
- Assist in developing and working 6-8 membership events per year
  - Attend and assist with UMLAUF Development Events to promote giving/membership as needed.
  - Donor mailing coordination (with guidance from Development Mgr.)
  - Work with Development Manager on the UMLAUF’s major fundraising event, Garden Party, by making follow-up calls, keeping records, tracking deadlines, and circulating emails and communication. (Will work closely with Development Manager.)

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Interested candidates should submit a letter of interest, resume, a brief writing sample or excerpt, and contact information for three professional references to Development Manager Erika Garza Holland at development@umlaufsculpture.org. This position closes when filled.