



Job Description

Development and Communications Assistant

Organization Summary

The mission of The Unusual Suspects Theatre Company, a nonprofit 501c3 organization, is to mentor, educate, and enrich underserved youth through the creation of collaborative, original theatre. Our vision is a world where all youth are given the opportunities and support they need to succeed.

Job Summary

The Development and Communications Assistant is a full time position that provides administrative support for the Development Team, including event management, communications, and all other fundraising activities.., This position must be able to identify needs, conceptualize how to meet these needs, and make them happen in a timely manner while also attending to the various needs within the office. The Development and Communications Assistant will manage multiple projects, executing low- and mid-level aspects of these projects. Position reports to the Director of Development and Communications.

Duties and Responsibilities:

Development:

- Assist in the planning and execution of small and large fundraising and cultivation events, including multi-tasking an extremely high-level of event management duties such as assisting with invites, overseeing auction and raffle needs, drafting/creating event related communications and web forms/pages, aiding in guest-list management, assisting with key onsite roles such as volunteer management and various day-of preparation, and working with contractors and other pre, onsite and post event duties as assigned
- Aid with database management (aiding in keeping data organized/consistent in the organization's CRM, Little Green Light, helping create/pull reports, aiding in processing donations and creating event forms)
- Provide assistance with with various donor stewardship/acknowledgement administrative related tasks (ie..drafting/printing/sending acknowledgement letters, ordering/shipping gift recognition items, etc...)
- Offer support in researching grant funding prospects

Communications:

- Work with the Development and Communications Director to develop and implement an annual communications plan, including managing the communications calendar and coordinating content delivery
- Support Development and Communications Director in drafting/posting daily updates and communication for Facebook, Twitter and Instagram (weekly updates on LinkedIn), gauging platform status and growth and tracking and reporting analytics
- Track and report on US mentions and web traffic
- Collaborate with Development and Communications Director in generating content ideas, and assist in drafting and distributing monthly Mailchimp email communication and other external communication alerts as needed, specifically for fall, end of year, and gala fundraising campaigns.
- In coordination with Program Associate, design flyers, and performance playbills as needed for each performance
- Develop additional flyers, one-pagers, infographics and other marketing materials as needed
- Work with Grants Manager to update and collect/generate content for the website to ensure the quality, timeliness and relevance of web materials. This includes coordinating the receipt of bios and headshots from Teaching Artists.
- Trouble-shoot website updates with web designer sporadically.

- Support coordination efforts on digital platforms and printed materials with Development and Communications Director for special events, such as “friend-raising events,” and the annual Gala
- Assist the office in sorting, storing and sharing US images/videos effectively and in an organized manner.
- Aid in routine website content management including drafting content

General Support:

- Aid the Executive Director with any office related tasks as needed
- Other duties as assigned for general office needs

Desirable Skills & Qualifications

- Must have a Bachelor degree (BA, BS, etc.) in related field
- At least 1 year of working experience in a similar role and willingness to learn
- Detail-oriented with excellent communication, organizational, interpersonal and writing skills
- Event management and development experience a plus
- Proficiency with Adobe Creative Cloud programs, iMovie, Canva, Mailchimp, and WordPress a plus, as they are used frequently for communications efforts.
- Experience using donor management software such as Little Green Light, Blackbaud Raiser’s Edge, Salsa or similar a plus
- Proficient computer skills, especially using Microsoft Suite and Google Suite of applications
- Proficient at data entry and evaluation
- Work in a team environment with minimal supervision
- Ability to work independently, be flexible, and manage a high-level of multiple priorities
- Work well with people in various communities, institutional and governmental organizations
- Work well in a team-oriented environment and maintain harmonious relationships
- Work with diverse set of community-based organizations, residents and stakeholders
- Cultural competency to work with individuals from diverse backgrounds
- Some experience in community organizing, team building, and group dynamics is helpful
- Must have reliable transportation and be able to drive a car and have appropriate auto insurance coverage, and a valid California Driver’s license

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of the Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to drive a motor vehicle. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works primarily in the US administrative office, but will occasionally work off-site as well.

Applicants for Employment:

All applicants who are offered employment with The Unusual Suspects will be subject to a background investigation.

Salary & Schedule:

- \$31,000 - \$33,500 annually. Commensurate with experience. Non-exempt. Health benefits.
- Position is expected to work 40 hours weekly. Candidate must be open to work a flexible schedule, including some evenings and weekends.

Apply Today!

Send resume and cover letter to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.