



## **MID-AMERICA ARTS ALLIANCE**

### **Job: Executive and Development Assistant**

#### **Reports to: CEO and Director of Development**

The Executive and Development Assistant provides administrative support to M-AAA's CEO and Director of Development. The Assistant also serves as support liaison for the board of directors and manages and disseminates information regarding governance.

We are seeking someone who has experience effectively managing several projects at the same time. The ideal candidate will be detail-oriented with excellent written and verbal communication skills. The position requires the ability to set priorities, exercise sound judgment, and work intuitively.

#### Provide Assistance to the CEO and Director of Development

- Responsible for the smooth operation of communications, correspondence with Board members, and administrative support for both positions
- Manage calendars and travel arrangements
- Maintain files and handle confidential documents

#### Liaison to M-AAA Board of Directors

- Plan and execute semi-annual board of director's meetings and events. Work with staff to provide arrangements for board events and all related communication
- Prepare and distribute board meeting materials
- Take, transcribe, and distribute minutes for board meetings and board-related conference calls
- Maintain and manage all corporate and governance documents
- Assist with election of officers, board vacancies, and committee activities
- Maintain individual records for the board of directors, including meeting and conference call attendance, and donations
- Work with finance staff to manage invoices/bills directly related to administration and the board of directors

#### Development Support

- Accurate management of donor database
- Draft correspondence, including letters of introduction, acknowledgement letters, reports, and related materials
- Assist in the preparation of grant applications, submission materials, and reports
- Coordinate creation, production, and mailing of direct donation appeals
- Provide monthly development reports for Executive Committee meetings
- Coordination of donor activities, including gift recognition, donor tracking, and donation schedules
- Serve as the board contact for giving transactions

#### Minimum Qualifications

- Three to five years' experience providing support to upper level management
- Undergraduate degree, or comparable professional training
- Knowledge of Salesforce a plus

- Superior communication skills, both oral and written.
- Ability to prioritize, work independently, and manage multiple projects simultaneously
- Event planning experience is desirable
- Attention to detail, good humor, and adaptability

#### Working Conditions

Work requires travel to attend Board meetings (4 days, typically twice per year), with the possibility of additional travel for conferences or fundraising events.

Mid-America Arts Alliance does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.

#### Salary and Benefits

Mid-America Arts Alliance is a creative and innovative workplace that offers a generous benefits package, 401k matching, paid holidays, vacation and sick time. We anticipate filling this position by late August.

Please send your resume and brief cover letter to [hr@maa.org](mailto:hr@maa.org)