



Monterey Jazz Festival

JOB DESCRIPTION: DEVELOPMENT AND ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

The Development and Administrative Assistant performs duties that support each department in the organization, but works primarily to provide administrative support to the Executive and Development Directors who supervise the position.

PRIMARY RESPONSIBILITIES

Administration

- Coordinate day to day operations of the Monterey Jazz Festival, including but not limited to: answering phone calls, handling information requests, handling ingoing and outgoing mail, maintaining files, and maintaining inventory of office supplies and office equipment;
- Provide excellent customer service through in-person, email, and telephone contact. Refer calls to appropriate areas within the organization. Answer routine questions;
- Update and maintain the MJF info calendar with all education, community engagement and festival events, Board and Board committee meetings, staff meetings, staff vacation days, holidays, staff and Board birthdays, etc.;
- Use the Outlook system to schedule appointments and meetings at the request of the Executive and Development Directors;
- Schedule, make all logistical arrangements and prepare and send support materials for staff meetings, Board meetings and Board committee meetings. Prepare minutes and attend regularly scheduled Board of Director meetings. Facilitate archiving of Board meeting minutes;
- Update and maintain Board of Director orientation binder and other Board related materials;
- Update and maintain “to do” binders with checklists and timelines for the Next Generation Jazz Festival and the Festival in September;
- Coordinate staff meals for the Next Generation Jazz Festival;
- Coordinate with the Fairgrounds to have the festival offices cleaned ahead of the MJF move-in date and assist the Production Manager in preparing remote Festival offices by ordering office supplies and machinery for staff;
- Order the ATMs, AEDs, and pass-outs ahead of the September festival;
- Prepare a credential board for security ahead of the September festival;
- Organize and distribute packets to include meal tickets, credentials, parking passes, etc. for partners, Board members and staff;
- Prepare a festival contact list and update the phone script as necessary;
- Serve as the primary point person in the administrative office at the Fairgrounds during the festival;

- Coordinate special projects as directed by the Executive and Development Directors.

Development

- Serve as Administrator and manager of donor data-base (Bloomerang); process all incoming gifts and other constituent transactions; manage ticket purchases for events and receptions; note carefully appeal codes and distribution of funds; participate in webinars that increase efficiencies and build expertise; maintain data-base with updated and current mailing addresses, email addresses and do regular data clean-up as required;
- Play key role facilitating donor stewardship activities, including generating gift acknowledgment and tax letters in a timely manner according to stewardship plan; assist Development Director with other stewardship activities as directed;
- Prepare gift reports and donor honor rolls; prepare reports that generate constituent contact information for mailings, e-mailings and donor solicitations;
- Assist Development Director with materials for direct mail and electronic solicitations including mail merge activities, assembling mailings, assigning appeal and mail codes;
- Produce and manage Eblasts through Bloomerang for solicitation and marketing activities;
- Play key role assisting the Development Director with receptions and special events, including the Jazz Legend Gala; sequester items for auctions and prepare information sheets for packages; manage ticket purchases and coordinate carefully guest list with Development Director; prepare check in materials and gift processing materials; manage the guest check and guest check out processes night of event; help coordinate and prepare volunteers; serve on the Gala Committee; other special event duties as assigned;
- Provide overall assistance to Development Director including scheduling meetings, preparing documents and other tasks as needed.
- Prepare certificates for approved donations throughout the year.

KEY QUALIFICATIONS

This position requires a comprehensive range of experience and skills, including:

- Demonstrated ability to work as a member of a team
- The ability to work well under pressure and manage multiple projects and deadlines
- Strong interpersonal, communication (verbal and written), and organizational skills
- The ability to work independently and within a team environment
- Proficiency with MS Office applications, especially Word, Excel, Power Point and Outlook
- Experience using Bloomerang data base or the desire to learn
- The ability to work night and weekends during key events