

Volunteer Position Description

Desotorow Gallery is looking for a self-motivated, outgoing, volunteer who works well in a team, is able to multi, and is able to complete assigned tasks in a timely and efficient manner.

Volunteer Position:

Development Assistant

Purpose/Objective:

- To provide artists with a helpful and positive exhibition experience
- To develop rapport and build strong relations with exhibiting artists and the community
- To assist with the development efforts of the organization and the process of securing financial resources from government agencies, foundations, corporations, and individuals

Responsibilities:

- Reports directly to the Development Manager
- Available 8-12 hours a week
- Gallery sit once a week
- Assist with the development efforts of the organization
- Complete tasks as directed to achieve strategic development goals of the organization
- Establish and develop relationships with the community and prospective donors
- Research and identify funding opportunities
- Attend regular meetings with the Development Manager as and when required
- Attend bi-monthly development staff meetings
- Attend monthly staff meetings

Skills, Knowledge, and Abilities:

- Skills in word processing to prepare business correspondence and reports with speed and accuracy
- Excellent written and verbal communication skills
- Skill in working as a part of a team and collaborating with colleagues
- Skill in performing under the stress of frequent interruptions and/or distractions
- Skill in setting priorities, which accurately reflect the relative importance of job responsibilities
- Skill in working independently and following through on assignments with minimal direction
- Strong organizational, presentation, and customer service skills
- Ability to complete assigned tasks in a timely and efficient manner
- Excellent interpersonal skills

Required Experience

- Customer service experience
- Excellent verbal and written communication skills

Preferred Experience:

- Professional experience in fundraising, marketing, or communications

- Knowledge of professional standards and legal parameters regarding fundraising activities
- Grant writing experience
- Experience planning and coordinating events
- Budget management
- Previous experience working in a gallery, museum, or other nonprofit organization
- Knowledge and appreciation of art

Training/Support Provided:

- Orientation
- Development

Volunteer Supervisor:

Development Manager