

The Bascom: *A Center for the Visual Arts*
323 Franklin Road Highlands, North Carolina 28741

Title: Office Assistant (Part Time)
Reports to: Executive Director
Classification: Exempt
Monday-Friday 10am-2pm – 20 hours/week
\$16-\$20/hour depending on experience

Qualifications

Proven skills in administrative work, including database management, production of correspondence, fluency in Microsoft Word, Excel. Experience with writing, editing and proofreading letters; exceptional time management and organizational skills, sharp attention to detail, excellent judgment and discretion. Demonstrated interpersonal skills in person and on phone. High School diploma and 2-3 years of office experience required. Must be able to sit at a computer for extended periods of time. Candidates will be required to pass a security background check before employment.

Overview

This position provides general administrative support to the development function of The Bascom, and includes handling daily correspondence with donors, including producing gift acknowledgments and solicitation mailings, as well as daily updating of our constituent data base (Bloomerang). This position also handles inquiries from our constituents, providing prompt, thorough and accurate information.

Responsibilities

- Provide administrative support to the development function of The Bascom.
- Acquire a full understanding of The Bascom's programmatic offerings and philanthropic events to fully communicate content to constituent donors.
- Maintain database and spreadsheet systems.
- Process mass mailings for membership renewals.
- Record gift transactions in Bloomerang as directed.
- Other duties as assigned.

Please submit, via email, resume and cover letter to:
Karin Peterson, Executive Director
kpeterson@thebascom.org

Applications accepted until position is filled.