



Administrative Assistant

Real Art Ways- 56 Arbor St-Hartford, CT
www.realartways. -860-232-1006

Real Art Ways, a dynamic and innovative arts organization, seeks an Administration Assistant. This is a full-time position and has a salary range of \$40,000- 45,000 annually. The Administrative Assistant will play a vital role in the day-to-day operations, our capital campaign, and the success and growth of Real Art Ways.

Responsibilities include:

- Assist Executive Director and Development Team in all aspects of donor relations and development campaigns to include mailings, correspondence, record keeping, meetings and fundraising events
- Assist Executive Director and Director of Development in managing grant schedule and keeping of grant records
- Assist Development team with organizational administration on a daily basis
- Lead short-term projects and initiatives as requested by the Executive Director and/or Development Team
- Work in Database to enter gifts, maintain records, and create new records
- Manage heavy communications and calendar scheduling
- Work with Executive Director and Director of Development in supporting the Board of Trustees
- Assist Property Manager on correspondence and appointments
- Any additional responsibilities that will help to advance our mission

Qualifications Include:

- A minimum of 2 years working experience in a professional office environment
- Ability to work well in a team environment and high work ethic
- Work well under pressure; must be able to gracefully respond to demand in a fast-paced office and the ability to employ creative as well as practical decision making
- Well organized, high attention to details, flexible, and enjoys challenges
- Excellent written and verbal communication skills
- Fluency with Microsoft Office Suite
- Understanding and acceptance of direct communication and constructive criticism—we move fast and work on complex, time sensitive projects
- Strong belief in Real Art Ways' mission
- General understanding of databases
- Active contributor to a positive work environment (sense of humor a plus!)

If this sounds like an interesting opportunity and you want to be a part of our team, we want to hear from you! Please email cover letter and resume, in a **single PDF** to thaggertywenz@realartways.org. Subject line: Administrative Assistant. Resumes will be reviewed until the job is filled.

Real Art Ways provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.