

**Cultural Office of the Pikes Peak Region (COPPeR)
Administrative and Development Assistant**

COPPeR, the Cultural Office of the Pikes Peak Region, a small non-profit community organization, seeks an enthusiastic, self-motivated individual for administrative support of day-to-day operations and programs.

POSITION TITLE:

Administrative and Development Assistant, full-time, exempt.

REPORTING RELATIONSHIP:

Reports to Executive Director of the organization.

SUMMARY DESCRIPTION OF POSITION:

The Administrative and Development Assistant for COPPeR, a nonprofit arts organization, will possess strong organizational skills and a high attention to details. COPPeR, the Cultural Office of the Pikes Peak Region seeks another talented and driven individual to join us in our mission of connecting residents and visitors with arts and culture to enrich the region. This position is an excellent way to learn all the backstage workings of a nonprofit organization, and make connections with the arts community in El Paso and Teller counties.

QUALIFICATIONS:

- Excellent writing, editing and communication skills.
- Familiarity with database management software.
- Development and bookkeeping experience a plus.

COMPETENCIES:

- Self-motivated, organized, adaptable.
- Excellent people skills and strong customer-service ethos.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Ability to problem-solve.
- Respect for a diversity of cultures.
- High level of comfort with technology and the ability to learn new software. Computer skills required but not limited to Word, Excel, PowerPoint, Salesforce, Quickbooks and Adobe Creative Suite.

ESSENTIAL JOB FUNCTIONS:

- Answer phone and take messages as required.
- Greet guests in store front office space.
- Work with the ED to assemble board meeting materials and presentations as required.
- Assist in the creation and distribution of publications.
- Use Constant Contact to create and send email blasts.
- Maintain and update email database.
- Conduct research for projects as needed.
- Communicate with artists, collaborators, and other partners regarding COPPeR programs and initiatives.
- Assist in maintaining site comprehensiveness on PeakRadar.com, our signature audience development tool.

- Promote the use of PeakRadar.com and other COPPeR programs among arts and cultural organizations and the general public.
- Track charitable gifts, send invoices and other light bookkeeping duties.
- Make timely outcome reports with regards to all campaigns. Produce monthly donor reports to aid the board committees in their philanthropic activities.
- Produce and mail donor recognition letters.
- Research and assist with all grant applications.
- Assist with the coordination and logistics of all COPPeR related events including: the Business and Arts Lunch, Peak Arts Fund, Art Openings and Coffee with COPPeR.
- Other duties as requested by the Executive Director.

MINIMUM PERFORMANCE STANDARDS:

- All employees of COPPeR are expected to maintain high standards of productivity, cooperation, attendance and efficiency.
- All employees are responsible for promoting the mission of the organization.
- All employees maintain a voice to advocate for the arts and for COPPeR specifically.
- All employees follow branding and communications standards established for the organization.
- Professional dress and manner required to maintain a positive public image for the organization.
- Occasional weekend/evening commitments when necessary.
- Reliable transportation necessary.

PHYSICAL REQUIREMENTS AND FREQUENCY:

- Requires the use of office equipment, such as computer terminals, telephones, copiers, fax machines, etc.
- Requires corrected vision/hearing to normal range.
- Requires hand-eye coordination and manual dexterity.
- Occasional light lifting.
- Requires prolonged standing and/or sitting.