

**DUNEDIN FINE ART CENTER (DFAC)
DUNEDIN, FLORIDA**

POSITION TITLE:

Part Time Development Assistant

GENERAL DESCRIPTION OF DUTIES

The Development Assistant, under the direction of the Development Director, is responsible for organizing and managing event logistics, rentals and exhibition openings and to coordinate the volunteer program, including recruitment, screening, training, orientation, placement and recognition. This is a part time position (25 hours) and involves some weekend and evenings.

SPECIFIC DUTIES AND RESPONSIBILITIES

Events

- Manages DFAC events from logistics to house managing during the event
- Facilitates rentals using DFAC's rental policy and procedures.
- Collaborates with Facilities Manager for event setup.
- Coordinates events and rentals around exhibits, programs and summer camp.
- Collaborates with Palm Café for catering needs.
- Collaborates with City of Dunedin Events Coordinator to schedule parking and other needs to not conflict with Community Center and Highland Park activities.
- Assists with Sterling Society events.

Volunteer Program

- Manages the DFAC Volunteer Program: requests for volunteers, recruitment, screening, orientation, placement, evaluation and recognition.
- Trains and leads event volunteers.
- Manages Volgistics online volunteer management program

Development

- Assists in securing silent auction items, food vendors and live auction items for DFAC events.
- Assists the Development Director with donor recognition and development initiatives as appropriate.

Meets weekly with Development Director. Attends weekly staff meeting. All other duties assigned by Development Director.

SPECIAL REQUIREMENTS INCLUDE:

Demonstrated experience hosting special events and managing volunteers; experience working with committees; knowledge or interest in the arts; excellent communication and social media skills; self-motivated and a self-starter; strong phone and computer skills including knowledge of Microsoft 365, knowledge of volunteer management practices and procedures.

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to function in a managerial capacity for volunteers. Includes the ability to make decisions on procedural and technical levels. Requires the ability to work as a team with staff and constituents to execute events.

Equipment, Tools, and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as computer, office software, web-based software, copier, fax machine, and telephone.

Verbal Aptitude: Requires the ability to effectively communicate with a variety of co-workers, volunteers, visitors, members, and vendors.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Time & Organizational Management: Requires good time management and organizational skills in order to coordinate and manage overlapping events and volunteer needs.

Situational Reasoning: Requires the ability to exercise the judgments, decisiveness and creativity required in situations involving direction, control and planning of events.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in light work involving moving from one area of the building to another, specifically assisting with set-up for events and rentals. Some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

PERFORMANCE INDICATIONS

Knowledge of Work: Has thorough knowledge of the methods, procedures of DFAC as they pertain to the performance of essential duties of the Events/Volunteer Coordinator.

Quality of Work: Maintains high standards of presentation and attention to detail which consistently meets established standards and expectations.

Quantity of Work: Performs described specific functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards, deadlines, and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to Development Director with respect to vacation and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with minimum supervision and instruction.

Judgment and Decision Making: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situation and alternatives before exercising judgment.

Cooperation: Accepts supervisory instructions and direction and strives to meet established goals and objectives. Questions such instruction and directions when clarification of results or consequences are justified, i.e. poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Strives to develop and maintain excellent rapport with co-workers, volunteers and constituents. Shares applicable knowledge with co-workers for mutual benefit. Contributes to maintaining high morale. Emphasizes the importance of maintaining a positive image. Exemplifies loyalty to Development Director, Executive Director, and Dunedin Fine Art Center. Maintains confidentiality.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussion on time.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

OTHER

Background Check Required

Background & Finger print check required by Florida State Law, paid for by Dunedin Fine Art Center.

Conflict of Interest and Sexual Harassment Policies

DFAC has the above policies.

DFAC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.