



Position Title: Administrative Assistant – Fund Development and Finance Support

Reports To: Executive Director

FLSA Status: Non-Exempt

Job Type: Part-time (20 Hours)

Salary: \$15/Hour

Housed in a historic Carnegie Library, the Anton Art Center was founded in 1969 by a group of local women to provide arts education and exhibition opportunities in Mount Clemens. Fifty Five years later, we work to continue these traditions and have expanded our programming to include off-site outreach, art-making activities, and public art creation.

Additionally, the Anton Art Center offers a wide array of programs appealing to diverse audiences in order to provide support for the arts, become a focal point for arts and culture in the community, and to work toward inclusion, diversity, equity, and access in all that we do.

The Art Center's mission is to provide access to experiences that enrich all people through creative expression. Our vision is to be the Center of creativity.

Position Summary:

The Administrative Assistant – Fund Development and Finance Support provides administrative assistance to the fund development and finance teams at the Anton Art Center. This role involves supporting fundraising activities, updating donor records, and assisting with financial data entry and reporting, ensuring smooth operations for both departments.

Essential Duties and Responsibilities:

1. Assist with donor management, including updating donor records, tracking contributions, and managing acknowledgment letters.
2. Support fundraising campaigns by assisting with donor outreach, event coordination, and promotional materials.
3. Assist with generating financial reports and tracking fundraising performance.
4. Coordinate with finance staff to prepare and organize documentation for audits and budgeting.
5. Help maintain donor databases and ensure the accuracy of financial records related to contributions.
6. Provide administrative support for grant applications, and compile necessary reporting documentation.
7. Assist with general office tasks such as answering phones, greeting visitors, and organizing supplies.
8. Support event planning and execution for fundraising events.
9. Manage petty cash and cash drawers, ensuring accurate documentation and reconciliation.



10. Prepare daily cash reports and make bank deposits.
11. Process payments for vendors as needed.
12. Process receipts for events, programs, market purchases, and registrations.
13. Perform opening and closing duties.
14. Perform other duties as assigned.

Qualifications:

- Strong organizational and attention-to-detail skills.
- Experience with donor management and financial data entry.
- Familiarity with Google Suite; QuickBooks, point of Sale systems, DonorPerfect preferred.
- Ability to handle sensitive financial and donor information with discretion.
- Excellent communication skills and a team-oriented approach.
- Ability to work independently and as part of a team in a fast-paced environment

The Anton Art Center is open Tuesday- Saturday, 10:00am-5:00pm. Some evening and Sunday hours will be necessary for events and programs. The Administrative Assistant – Fund Development and Finance Support will share a rotating schedule with the Administrative Assistant – Volunteer and Community Outreach.

To Apply:

To send resume and cover letter to mmatthews@theartcenter.org