

Development Assistant

[Mayo Performing Arts Center](#) – Morristown, NJ

Summary Description:

Be a part of an exciting NJ arts organization that seeks a full-time Development Assistant to its Development Department. Provide administrative support in a fast-paced environment and work as part of a team to raise critical funds for the performing arts.

Position Requirements:

Candidate must be proficient in Word, PowerPoint, and Excel with excellent organizational and communication (written and verbal) skills. Experience in Tessitura is preferred, but prior work in other CRMs is a plus. Support with special events outside normal business hours is required.

Salary & Application Instructions:

Salary commensurate with experience. Please submit resume and cover letter to Marysue DePaola, Development Director, mdepaola@mayoarts.org.