

Academy Center of the Arts Development Assistant

Description of Position

The Academy Center of the Arts is Greater Lynchburg's center for arts, culture, and community building. The Development Assistant will provide assistance with content development, strategic outreach and engagement of donor support, research projects, and other tasks as assigned. Strong communication and organizational skills will be necessary to perform these duties successfully. Hours of Operation are typically between 9am-5pm, Monday through Friday. Some evening and weekend hours may be requested.

The student will report to the Liberty University Federal Work Study Coordinator and the Academy Center of the Arts Director of Development. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Academy Center of the Arts Gallery
600 Main St
Lynchburg, VA 24504

Job Responsibilities

- Assists with external development communications; supports general donor engagement efforts, such as preparing thank you cards, membership benefit packages, etc.
- Produces content for the ACOA LinkedIn and Instagram membership accounts, focusing on engagement efforts for development
- Assists with general development event support as able, including outreach, set-up, registration, logistics, etc.
- Performs general administrative duties such as filing gift paperwork, keeping track of collateral, and minor data entry

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher
- Pursuing a degree in Marketing, Communications, Art, Non-profit Management

Pay Rate: \$16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://liberty.wd5.myworkdayjobs.com/en-US/lu_job_board_student/job/Off-Campus-Work-Study---Student-Financial-Services_R0004548.