


Job Description		
	Position Title: Advancement & Finance Administrator	Job Family: Full-Time, Non-Exempt
Location: Rosie's House is located in the heart of the Central Arts District in downtown Phoenix. The campus is in close proximity to The Phoenix Art Museum, Phoenix Theatre, Heard Museum and is located off the Light Rail and Bus Transit lines. Address: 1875 N. Central Avenue Phoenix, Arizona		Reports To: Advancement & Marketing Director
<p>About: Rosie's House: A Music Academy for Children is a nationally recognized free afterschool music program for students from low-income families. The mission of Rosie's House is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential. Rosie's House provides 450 students, ages 5-18, with instruction in strings, winds, piano, and ensemble opportunities in mariachi and choir.</p> <p>Rosie's House employs six full-time staff, 22 part-time highly trained music educators, and has an annual operating budget of approximately \$750,000 (contributed revenue model). Rosie's House is seeking a passionate Advancement & Finance Administrator who thrives in a collaborative and high-paced environment. In this role, the Advancement & Finance Administrator will be encouraged to grow as a professional.</p>		
Essential Duties and Responsibilities		
<p>Advancement and Marketing Responsibilities</p> <ul style="list-style-type: none"> Assists in development of annual fundraising and marketing communication plan and the development of collateral including annual appeals, annual reports, newsletters, email newsletters, general inquiry packages and invitations Coordinates donor records, tax receipts and maintain records with database software Maintains ongoing calendar of application and reporting deadlines related to institutional giving and grants Helps develop grant proposals and final reports Implements, in tandem with staff, organization-wide events including concerts, fundraisers, and other special events Plays a critical supportive role in fundraising special events Presents organizational information in a variety of settings including special events, tabling events, and speaking engagements Oversees and recruits special event and office volunteers as needed <p>Financial Responsibilities</p> <ul style="list-style-type: none"> Handles accounts receivables, accounts payable, and invoices Coordinates company-wide procurement and purchasing Manages online merchant account, merchandise sales, event registrations, and donations Inputs financial information into Quickbooks and Salesforce Manages and implements the financial policy controls Prepares Quickbooks budget, class, and expense reports for internal staff and Board Treasurer Oversees Asset management for company equipment including musical instruments, technology and office equipment 		

Administrative Responsibilities

- Manages the organization's Human Resources along with the Chief Executive Officer
- Facilitates bi-monthly payroll for all staff
- Serves as the first impression for the organization in responding to phone/email inquiries from interested community members
- Maintains the stakeholder, vendor and community member contact database
- Orders and maintains inventory of supplies and collateral

You will succeed in this role at Rosie's House, if:

- You have exceptional communication skills, and are able to connect with a diverse group of stakeholders and community members
- You are able to efficiently and strategically manage competing priorities while maintaining a positive outlook
- You pay close attention to details and are thorough and accurate when completing tasks
- You have an attitude of inclusiveness, empathy, enthusiasm, and high-energy
- You thrive in a collaborative environment with staff on many levels
- You accept responsibility for the quality of job performance and make changes as needed
- You are service oriented with a passion for music education and positive youth development

Education, Experience and Other Requirements:

- BA/BS/Undergraduate
- 2-4 Years direct experience in non-profit work environment
- Proficiency with Microsoft Office Products
- QuickBooks, Salesforce and Paychex experience preferred
- Fund Advancement and Special Event experience preferred
- Bilingual (English/Spanish) preferred with the ability to speak, read and write in Spanish

Salary: Salary is commensurate with experience and will be in the range of \$35,000 - \$40,000 annually. Benefits include full health, dental, vision coverage and generous PTO package. Schedule will require some weekends and/or evenings. Rosie's House respects, values, and welcomes diversity in our workforce. EOE.

How to Apply: Send cover letter and resume to Alyson Hartsock, Advancement & Marketing Director at info@rosieshouse.org. Posting is open May 8. First review of applicants will be May 22. All questions may be directed to the same email address.

The above statements are intended to describe the general nature and level of work being performed. Other duties as assigned. Employment is contingent on: Ability to receive/maintain a fingerprint clearance card.



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