



Role Description - Development Assistant

This is a part time contractor position, and is ideal for someone looking for a side hustle or to gain back office experience in the genre fiction and podcasting space.

Role Details

- Position: Development Assistant
- Location: Remote (GMT time zone a plus)
- Hours: Part-time and flexible (estimated 10 hours per month)
- Pay: Flat rate of USD \$[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Six month initial term; option to make permanent

Responsibilities

This role includes:

- Working closely with and reporting to EA's CEO and Board of Directors
- Regular collaboration and communication with CEO and other senior stakeholders to update on tasks and projects, and respond to queries
- Key duties include:
 - Developing and implementing fundraising and sustainability strategies
 - Conducting prospect research and maintaining a prospect list
 - Building and maintaining relationships with funders and other strategic partners
 - Drafting and submitting LOIs, proposals, reports, and other stewardship materials
 - Creating and maintaining a master development calendar
 - Maintaining a library of boilerplate materials, including IRS forms, board list, budgets and financial reports, outcome measurements, success stories, staff bios, etc.
 - Working with internal stakeholders to develop measures and monitor progress toward clearly defined short, medium, and long-term goals to which EA will be held to account by external stakeholders
- Maintaining a baseline working knowledge of our industry
- Any other tasks or services agreed upon in connection with this role

Escape Artists Foundation

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net



- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our fan community via our forum and social media outlets

Requirements

We are looking for someone who:

- Has relevant and demonstrable knowledge and experience working in a development/fundraising/advancement role
- Has demonstrable experience managing all steps of the grant process, from prospecting to close-out, including accountability reports
- Can be regularly contactable both in and out of normal office hours (within reason)

Helpful skills and qualifications

- Experience with EA's administrative programs, tools, and processes (Google Workspace, Slack, etc.)
- Excellent research, communications, and persuasive writing skills
- Strong facilitation, process management, and organizational skills
- Ability to prioritize and manage several milestones and projects efficiently
- Experience using social media platforms including Discord and Twitter

Person specification

An ideal candidate is:

- Has fundraising experience
- Has development experience and/or credentials
- Speaks fluent English
- Organized, self-disciplined and self-motivated
- A strong and active communicator
- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal oversight (but never without support)
- Willing and interested in learning new skills and taking on new challenges
- Actively interested in media production (especially podcasting / publishing)
- Comfortable with formal reporting when required
- Familiar with our existing work and online communities

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**About Us**

Escape Artists Foundation is a US-based 501(c)(3) nonprofit, bringing free and accessible short fiction to a global audience. We specialize in creating free-to-listen short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-winning content is downloaded or streamed millions of times a year.

Visit EscapeArtists.net for more information and our press kit.