



ARTS PLUS

**Position:** Development Associate  
**Status:** Part Time, 20-25 hours per week, non-exempt  
**Revised:** 12/3/18

*This is a part time position that will likely become full time.*

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### POSITION SUMMARY

The Development Associate provides direct support to the Director of Annual Giving. In this role, the Development Associate maintains Arts+'s donor database including data entry and extraction, writes and coordinates grants for Project Harmony and ArtsReach programs, and prepares donor acknowledgment letters. The Development Associate provides general support to Arts+'s fundraising team.

### ESSENTIAL FUNCTIONS

- Assist the Director of Annual Giving in grant-writing, including but not limited to: coordinating and writing all grants, proposals, reports, and cases for support for Project Harmony and ArtsReach programs.
- Manage, maintain, and ensure the accuracy and integrity of the eTapestry database including: data entry, extraction, processing, storage, manipulation, analysis, and reporting.
- Process donations and write donor acknowledgment letters.
- Lead the design and creation of funder and sponsor program impact reports.
- Assist with donor communications and stewardship activities including preparing fundraising mailings and pulling monthly stewardship reports.
- Manage Arts+'s participation in third-party campaigns and matching gift programs.
- Research individuals, foundations and corporate prospects to identify new funding sources.
- Facilitate the collection of audience and program data.
- Provide general support to Arts+'s fundraising team.
- Attend various programs providing general support.
- Other duties as assigned.

### KNOWLEDGE, SKILL, ABILITY

- Bachelor's degree required, 2-3 years' experience in professional office environment preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) required
- Strong technical and creative writing skills
- Database experience preferred
- Superior organizational skills, attention to detail, and the ability to prioritize work flow
- Proactive approach to work, ability to demonstrate ownership of tasks
- Ability to foster a cooperative work environment, strong interpersonal and communication skills
- Personal commitment to arts education

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### TO APPLY

Please email cover letter and resume with the subject header, **Development Associate** to: [jobs@artsplus.org](mailto:jobs@artsplus.org). NO PHONE CALLS PLEASE.

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