

Development Associate

The Development Associate position is a full-time with the regular workday 9:00am to 5:00pm with one-hour lunch, Monday-Friday and as required. In addition, this position requires numerous evenings and weekends for cultivation and fundraising events, openings, lectures, and other public events and as directed. This is a full-time position with benefits. This position reports to the Director of Development. The salary is \$36,000 to \$38,000 dependent upon qualifications and experience.

Job Responsibilities

The Development Associate works with the Director of Development to plan, organize, facilitate, and manage Artpace's membership program, donor management database, and annual giving efforts. This position also interfaces with the Communications department, website manager, and other departments to accomplish Development goals. The Development Associate is required to support all Development Department and Events staff as needed.

Responsibilities include but are not limited to:

- Manage new memberships and renewals. Create member records; send membership card and acknowledgements for all donations. Manage member relationships and monitor and manage membership benefits plan
- Develop and implement new strategies for expanding current membership program and manage new initiative to create a corporate membership program
- Manage annual fundraising drives including electronic, mail, and events-driven appeals such as, The Big Give, Giving Tuesday, and summer and year-end Annual Fund appeals.
- Research and create prospect lists for potential members and donors.
- Create metrics to analyze and report membership and annual fund income, activity, and appeal results quarterly or as needed.
- Create metrics to analyze donor-related opportunities (prospecting) and concerns as needed.
- Oversee and maintain Blackbaud's eTapestry donor database, including maintenance of database records, posting donations and acknowledgments to donor records, creating reports on a regular basis, and preparing income forms associated with fundraising efforts. Oversee all database activity weekly for correct protocols and accuracy and perform monthly maintenance processes.
- Assist with custom database reports as needed for all departments. Manage mailing lists for newsletter, appeals, invitations and marketing-related communications.

- Maintain database records for all artists, curators, and professional associates of Artpace.
- Assist Director of Development with development tasks and processes, including but not limited to gift acknowledgments, income reports, donor related reports, donor research, and development presentations
- Assist with all Development-related events and activities at Artpace and offsite, including but not limited to fundraising galas and events, Chalk It Up, cultivation and fundraising meetings, presentations, and events.

Requirements

Must have strong interpersonal and organizational skills, exercise discretion and uphold strict confidentiality, work under firm deadlines, work independently with excellent judgement while keeping Artpace's best interest as a priority. Must be available to work evenings and weekends as needed.

Skills, Knowledge, and Abilities:

- Exceptional customer service skills
- Excellent oral and written communication skills
- Displays professionalism at all times
- Goal-oriented and exhibits initiative
- Enjoys working with people and interacting with the public
- Thrives in a team setting
- Willingness to take direction and working independently
- Creative problem-solver
- Able to multi-task responsibilities assigned in a fast-paced work environment
- Flexibility to work evenings, weekends, and designated holidays
- Passion for contemporary art and Artpace
- Excel in Mac OS and MS Office 365 Programs (Word, Excel, PowerPoint, Planner, Teams)
- Must have advanced donor database experience
- Must have a valid driver's license and will pass background and credit checks

Please send work history/resume, three professional references, and a letter of interest to employment@artpace.org

Artpace, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or veteran status. Artpace values diversity of thought, backgrounds, and perspectives and seeks applicants with shared values. Artpace's commitment Diversity, Equity, Accessibility, and Inclusion guides all aspects of Artpace, including our residences and exhibitions.