

## **Development Associate Grand Performances**

### **Job Purpose**

The Development Associate is a year-round position responsible for managing development infrastructure, providing administrative and event coordination and participating in all Grand Performances' fundraising activities. *Non-exempt status*

### **Duties and Responsibilities**

- Processes donations and prepares acknowledgement letters and other correspondence in a timely manner
  - Manages gifts payments, pledges and matching gifts
  - Monitors online donations
  - Manages monthly financial reconciliation
- Oversees Patron Manager database
  - Updates and maintains accurate donor, prospect and constituent records
  - Runs queries and reports for initiatives, campaigns and as needed
  - Creates event records and handles patron RSVP lists for free concert series and occasional ticketed events
- Manages annual campaign and membership program
  - Manages mailings, electronic and printed
  - Develops solicitation packets, electronic and printed
  - Creatively engages donors through effective stewardship, customer service and communications, electronic and printed
- Researches opportunities, drafts proposals, reports and monitors progress and fulfillment for corporate sponsorships as needed
- Assists with reporting and monitors progress and fulfillment for government and foundation grants
- Coordinates Special Events and Annual Gala Fundraiser including but not limited to
  - Manages seating, check-in, prepares charts and lists, badges and volunteer information
  - Coordinates donor receptions
  - Coordinates on-site donor activation including but not limited to donor customer service, membership promotion and Red Bucket campaign
  - Works with Marketing staff and House Manager to recruit volunteers
  - Administers invitation mailing and attendee lists
- Researches funding sources and trends, with foresight, to help position Grand Performances ahead of funding changes and trends
- Cultivates relationships for events, building partnerships with businesses, community organizations and other strategic partners

- Assists in the day-to-day activities of the development department including but not limited to maintaining calendars and files, tracking expenses and updating website

### **Qualifications**

- Bachelor's degree or an equivalent combination of education and/or experience, knowledge, training and skills related to fundraising and development
- 3-plus years of professional experience in a nonprofit organization; demonstrated success in a development function
- Proficiency in Microsoft Office and database management experience-Patron Manager/Salesforce preferred (data analytics and query experience a plus)
- Ability to manage sensitive and confidential information with integrity
- Excellent organizational, planning, scheduling and problem-solving skills
- Excellent communication skills, both written and oral
- Must be self-motivated and work independently
- Must be able to multitask with a positive attitude
- Ability to establish and maintain effective working relationships with employees, board and guests; well-developed interpersonal skills
- Ability to work a wide variety of shifts including afternoons, evenings, weekends and holidays and substitute when needed
- Passion for Grand Performances' mission

Grand Performances is committed to workplace diversity and inclusion. If you are interested in applying for this position, please send your resume and cover letter to [hr@grandperformances.org](mailto:hr@grandperformances.org) with the job title in the Subject line. Only applicants whose resumes are selected for an interview will be contacted. **Grand Performances is an Equal Opportunity Employer and is committed to fostering diversity within its staff.**