

Danspace Project

DEVELOPMENT ASSOCIATE JOB DESCRIPTION

The Development Associate is a full-time (exempt/salaried), 40 hour/week position supporting the Director of Development with a specific focus on Individual Giving programs, Board Communications and Special Events management. The position is under the supervision of the Director of Development as well as the Executive Director & Chief Curator.

The Development department is responsible for raising funds to support Danspace operations, long-range institutional growth, and programming activities. This position includes weekend and evening hours for special events, performances, and meetings.

Responsibilities include but are not limited to:

Individual Giving:

- Manage individual donor & membership program solicitations, processing, tracking and acknowledgment systems, including departmental mailings and writing acknowledgment letters, in coordination with rest of department
- Develop and implement benefits fulfillment and donor stewardship as appropriate
- Regularly review and manage donor data in DonorPerfect and OvationTix

Board and Development Department Communications:

- Assist Executive Director, Director of Development and the Board in donor prospect research, coordinating Board activity with donors, and follow-up with donors
- Assist the Executive Director and Director of Development by coordinating, drafting and/or sending communications to schedule board committee meetings, preparing materials for the board meeting, writing board meeting minutes, and cultivating board members
- Support for and implementation of development department communications: invitations, announcements, acknowledgments and solicitations as mentioned above as well as other

materials as needed. Includes collaboration with the Communications Department on website, email and social media campaigns.

- Assist in the tracking and management of board giving and board cultivation activities

Special Events and other tasks:

- Help develop and implement annual Gala (with a special emphasis on coordinating the art auction) as well as other special events and cultivation activities.
- Support activities related to institutional giving (grantwriting and grants management) as needed
- Maintaining office space, filing systems, departmental calendar, and intraoffice communications
- Managing Intern(s) in cooperation with the rest of the Development staff as needed
- Other tasks as determined by the Director of Development and Executive Director & Chief Curator.