



Job Title:	Development Associate	Department:	Development
Direct Report:	Director of Development	Location:	Workhouse - Administration
Level/Salary Range:	28,000-30,000/year	Position Type:	Full Time / Salary

Job Description

JOB SUMMARY. The Development Assistant is a key position within the Development Department responsible for multiple crucial functions including individual giving, Friends of the Workhouse membership program, grant writing and reporting support, event support, and administrative duties. This position also includes volunteer program management and recruitment,

ROLE AND RESPONSIBILITIES.

DEVELOPMENT ACTIVITIES (80%-85%)

- Membership & Individual Giving. Supports Individual Giving program including prospecting, cultivation, and donor stewardship. Responsible for assisting with managing the membership program (Friends of the Workhouse) and all associated membership communication and appeals. This includes multiple annual mailings, regular email communication, and executing membership benefits for all donors. Maintains a portfolio of 30-50 mid-level donors.
- Corporate Relations and Sponsorships. Assists with corporate leads research, outreach, and execution of sponsorship agreements, including benefits delivery to event sponsors and reporting
- Grant/Solicitation proposals. Initiates grant prospecting and research. Supports grant writing and reporting by information gathering and compilation from relevant departments.
- Database Management. Responsible for inputting all donor database information, ensuring accuracy, and generating thank you letters and appreciation in a timely manner. Assists with producing relevant reports and lists based on database record. Tracks key metrics as identified by the Director of Development.
- Special Events. Responsible for supporting all fundraising event activities under the direction of the Development Director. Ensures highest quality customer service.
- Program Support. Assists with creation of fundraising collateral materials and appeals, as well as Donor Newsletters. Researches and suggests various appeals throughout the year.
- Other Duties as assigned.

VOLUNTEER COORDINATION (15%-20%)

- Oversees volunteer management, recruitment and stewardship activities for the entire organization.
- Responsible for growing the cadre of Workhouse volunteers.

EXPERIENCE REQUIRED:

- Experience with customer relations and/or sales and the ability to provide excellent customer service.
- Fearlessness that will support reaching out to potential mid-level donors.



- Ability to present the Workhouse’s mission articulately and with passion
- High level of professionalism and excellent interpersonal relations.
- Meticulous in record keeping, organization, and grammar/letter writing.
- Bachelor Degree

ADDITIONAL NOTES

Evening and weekend work is required for applicable events.

At with all Workhouse employees, this is an “at-will” position.

To apply, please send your cover letter and resume to Elena Romanova at resumes@workhousearts.org.

Drafted by:	Ava Spece/Elena Romanova	Date:	August 16, 2019
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