



**Position:** Development Associate

**Reports To:** Director of Development

**Status:** Full Time - Nonexempt

**Schedule:** M-F 9am-5pm; some nights, weekends, and holidays required

**Salary:** \$40,000- \$45,000

### **Role Summary**

The Development Associate reports directly to the Director of Development. The Development Associate supports the Director of Development in all aspects of fundraising for the Academy and in the stewardship and cultivation of gifts to sustain the organization's mission.

### **Essential Duties:**

- Accurately record and appropriately acknowledge all gifts and grants
- Maintain accurate donation records to facilitate reporting and audit, including annual, capital and endowment campaign pledges and payments
- Serve as the Development department's primary expert for the CRM system including its infrastructure, protocols, gift processing and report configuration
- Produce Development mailings, solicitations, correspondence, communications, reports, and invoices
- Assist the Director of Development in preparing budgets and forecasts
- Perform and oversee prospect research to assist the Director of Development in targeting new opportunities with donors, sponsors and grantors
- Possess authority to accept gifts on behalf of the Academy
- Perform essential administrative tasks including charitable registration filings, tracking other Development reporting deadlines, maintaining department supplies and stationary inventory, etc.
- Demonstrate superior discernment and employ the highest levels of confidentiality and discretion regarding donor information
- Possess a high level of independence in accomplishing the responsibilities of the position while still working as a team member in a collaborative environment
- Conduct and present him/herself in a professional manner consistent with the mission, vision, and values of the Academy
- Exercise excellent organizational, interpersonal, verbal and written communication skills

### **Annual Campaign**

- Serve as the primary contact for annual members, helping resolve problems, questions, and concerns
- Gather and analyze data and financial outcomes of the membership program for regular reporting and strategy purposes

- Assist with member recognition events and member recognition publications
- Coordinate appeals and membership renewals including relevant donor segmentation to specific populations of members and non-members
- Assist with the coordination of Development Committee meetings and tasks

#### **Corporate Sponsors**

- Serve as the corporate sponsor liaison and primary contact for sponsor information and value, including the monthly sponsor newsletter
- Oversee the fulfillment of sponsor benefits

#### **Special Events/Fundraising**

- With the Director of Development and Special Events and Rentals Manager, assist with annual fundraising events

#### **Grants**

- Research grant and foundation opportunities
- Assist with grant administration, including maintaining the grant calendar

#### **Professional Qualifications:**

- Minimum Bachelor's degree or equivalent work experience in nonprofit fundraising
- Knowledge of basic accounting principles and database architecture
- Skilled in the use of Microsoft Word, Excel, Outlook and PowerPoint
- Ability to communicate clearly and professionally in oral and written forms
- Ability to handle multiple tasks and work with deadlines
- Knowledge of Lynchburg community is preferred

To apply for this position, please submit resume, cover letter, and three references to Dabney Treacy, Director of Development; [dtreacy@academycenter.org](mailto:dtreacy@academycenter.org)