



Development Associate Job Description

Position: Development Associate
Reports To: Head of Development
Status: Part-Time—20 Hours / Week
Salary: \$18 - \$20 / Hour
Location: Onsite

Role Summary

The Development Associate provides administrative support for the Development department and the Academy's Executive Director. This individual must be a strong multi-tasker; have outstanding communication, interpersonal, database and research skills; work well under pressure; be a self-starter requiring limited supervision; be extremely stringent in the accuracy of work; and be highly organized and proactive in their thinking and execution of responsibilities.

Major Job Responsibilities

- Accurately maintain constituent and donation records within donor management software system (Tessitura) for reporting and auditing purposes, including oversight of membership, capital and endowment campaign pledges and payments.
- Generate print and email acknowledgements in a timely manner and process pledge reminders.
- Conduct ongoing clean-up of donor records, maintaining accurate coding and proper designations for constituencies and donation attributes, completing new fiscal year rollover, and updating constituent codes annually.
- Prepare specialized and accurate development reports/queries for regular analysis, recognition and planning purposes. Reports include but are not limited to daily, weekly, monthly and annual gift reports, donor recognition lists, pledge reports, LYBUNT reports, recurring giving reports, campaign reports, fiscal year-end reporting and trend analysis, and segmented mailing lists.
- Generate updated donor reports for cultivation, solicitation, and stewardship purposes. This includes monitoring and providing support and tracking of major and planned gift donor relationships, including individuals, foundations, and corporations.
- Serve as the Development department's CRM system expert, managing infrastructure, protocols, gift processing, and report configuration.
- Manage corporate sponsorships tracking system, including maintaining agreement forms, ensuring signed contracts are in place, acknowledging sponsors for commitments, processing payments and invoices, addressing ticketing needs through the box office, ensuring all benefits for each level of sponsorship are delivered, and reporting delivery of benefits to each company.

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- Assist with the coordination of all donor communication efforts and campaigns as requested. This includes but is not limited to donor eblasts, social media, website updates, newsletters, annual report, and playbill. Responsibilities include but are not limited to coordinating efforts to obtain information and collateral materials, proofreading, and creating accurate distribution lists.
- Assist with all annual direct mail and special campaign initiatives. This includes, but is not limited to, year-end and spring appeals (both electronic and print), corporate sponsorship mailings, and planned giving mailings. Work includes copy development, editing, graphic design and editing, mailing list compilation, and mail house coordination.
- Support planning and coordination of Development events for fundraising, stewardship and cultivation.
- Support coordination of donor stewardship activities, including donor signage for gift recognition, annual updating of donor wall, holiday cards mailings, and gifts.
- Provide support for the Development Committee and other board committees.

Qualifications

Minimum Qualifications

- Excellent verbal and written communication
- Strong database experience: data entry, report configuration and generation
- Proficiency with Google Workspace, including Drive, Docs, Sheets, Gmail, Calendar and other Google applications
- Ability to work in a fast-paced and rapidly changing environment
- Excellent organization skills and ability to multitask
- High attention to detail
- Self-starter and proactive personality who can work well independently and as part of a team

Preferred Qualifications

- Knowledge and experience working with complex customer relationship management systems
- Bachelor's degree or equivalent experience

ACOA values a diverse workforce and an inclusive culture — people of color, women, individuals with disabilities, immigrants, and people from other underrepresented communities are strongly encouraged to apply for this position.