

Development Associate

Status: Full-Time

Application Deadline: 7/31/2019

ArtsWestchester, the largest, private arts council in New York State, is seeking a full-time Development Associate to perform multiple duties within the development department. Must have strong level of organizational and multi-tasking skills. Duties will include, but are not limited to, assistance with all aspects of events, tracking financial contributions and generating acknowledgements, membership solicitation, and database administration. Must be detail-oriented and have working knowledge of Microsoft Word, Excel and Outlook, in addition to experience with Raiser's Edge.

Major responsibilities include:

- Overseeing ArtsWestchester's individual & business membership programs
- Maintaining and updating all constituent records and entering data into Raiser's Edge database
- Updating all information relating to membership, giving, and events on ArtsWestchester's website
- Processing gifts (checks, credit cards, etc.)
- Writing and sending thank you/tax letters in a timely manner
- Working with the communications department to coordinate and execute direct mailing campaigns and appeals
- Generating mailing lists for regular monthly publication, events, and solicitations.
- Assisting in all aspects of event planning, including keeping track of registrations, donations, sponsorships, etc.
- Researching potential corporate partners, foundations and other grant opportunities
- Attending meetings and taking notes as needed

Requirements:

- 1-2 years of nonprofit development experience required
- Raiser's Edge experience preferred
- Team work mentality
- Detail-oriented personality
- Strong organizational & writing skills
- Event planning experience a plus
- Ability to work nights/weekends for events, as needed
- Knowledge of Microsoft Word, Excel and Outlook
- Management experience a plus

Compensation:

- High \$30k's

How to Apply:

Please forward cover letter, resume and/or inquires to Ann Fabrizio, Deputy Director, Development and Communications, at afabrizio@ArtsWestchester.org

