

JOB DESCRIPTION



Job Title:	Development Associate		
Location:	Purchase, NY	Travel Required:	No
Level/Salary Range:	\$32,000 - \$36,000	Position Type:	Part-time; hybrid workplace
Mission:	RTA helps people in prison develop critical life skills through the arts, modeling an approach to the justice system based on human dignity rather than punishment.		
Work Environment:	<p>RTA is a fast-paced organization led by a collaborative staff who value teamwork through staff-developed, mutually agreed upon core values.</p> <p>As an organization that works extensively with incarcerated and formerly incarcerated people, we stand in solidarity with all those oppressed by institutional inequality and embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, including those impacted by the justice system.</p> <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, or veteran status.</p> <p>RTA supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices. Staff work a standard work week but are occasionally required to work some evenings and/or weekends for special events.</p>		

**POSITION DESCRIPTION:**

The Development Associate will directly support the Director of Development and Director of Communications in executing RTA’s communication and development plans including donor outreach, new and existing institutional funders, and special events. The Development Associate will also assist the whole team in general administrative tasks.

**KEY ROLES AND RESPONSIBILITIES:**

**Individual Donors:**

- Assist with stewardship and cultivation of individual donors on an ongoing basis
- Assist with & implementation of direct mail and electronic campaigns
- Maintain donor database & process donations and acknowledgment letters
- Maintain and provide data of incoming donations for bookkeeper

**Institutional Funders – Foundations, Corporations & Government:**

- Assist with institutional funder research and stewardship as needed
- Update foundation tracker and incoming funds from institutional funders

**Events & Special Projects:**

- Track event RSVPs and manage event details
- Assist with outreach for event, day-of event management & technical support, follow-up correspondence and post-event analytic data

**Communications:**

- Order and maintain print inventory including stationery, business cards, notecards, etc.
- Assist in the creation of content for social media platforms

**Administrative Responsibilities:**

- Serve as liaison for tech support and assist with electronic file organization
- Manage all mailing lists in various databases; Constant Contact, DonorPerfect, etc.
- Supervise and manage intern responsibilities and projects
- Assist program department with administrative tasks as needed
- Prepare and report on meetings held for development, special event and Board sub-committees as needed

**PREFERRED SKILLS / REQUIREMENTS:**

- BA degree or equivalent in work experience is required
- 2-3 years' experience working in an office environment
- Excels at setting and managing realistic deadlines, strong time management and organizational skills
- Be detailed oriented and comfortable working in a fast-paced situation
- Excellent interpersonal skills
- Contribute to and commit to diversity, equity, and inclusion practices
- Proficiency with Microsoft Office (Excel, Word, and PowerPoint), Google Drive, and common donor database (e.g. DonorPerfect, Raiser's Edge) required
- Strong writing skills a plus
- Possess a driver's license and have access to a car
- Interest in prison reform and the arts

**PLEASE SEND RESUME AND COVER LETTER TO:** Brandon Barrow, [brandon.barrow@rta-arts.org](mailto:brandon.barrow@rta-arts.org)

