

Position: Development Associate

Reports To: Director, Development

Job Type: 40 hours per week; Salary with benefits

Pay: \$40,000-\$45,000 annually

Job Description:

Wharton Arts is seeking a detail-oriented Development Associate to join our team. The Development Associate will play a crucial role in supporting our fundraising efforts through donor cultivation, database management, event support, financial reconciliation and reporting, and digital campaign management. This position offers a hybrid work schedule, with three days in the office in Berkeley Heights, NJ, and two days remote.

Responsibilities:

1. Database Management:

- Maintain and update donor records in the CRM software (currently eTapestry).
- Ensure accuracy and integrity of donor data.
- Generate donor reports and analyze giving trends.

2. Donor Research:

- Research and assist Director, Development in identifying potential and existing donors.
- Provide support for donor communications, including acknowledgements, impact reports, and other correspondence.

3. Event Support:

- Assist in planning and executing fundraising events, including logistics, coordination, and on-site support.
- Assist in coordination with vendors, volunteers, and staff to ensure successful events.

4. Financial Reconciliation:

- Assist in the reconciliation of financial records related to donations and fundraising activities.

- Work closely with the finance team to ensure accurate financial reporting.

5. Reporting:

- Prepare regular reports on fundraising progress and donor engagement.
- Provide insights and recommendations based on data analysis.

6. Digital Campaign Management:

- Support the execution of digital fundraising campaigns.
- Manage multiple online giving platforms and 3rd party donation sites.

7. Technology Proficiency:

- Utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) for various development tasks including mail merge and pivot tables.
- Create and edit documents, spreadsheets, and correspondence.
- Ability to quickly learn and use current CRM database, and assist in researching and implementing a new CRM database.

Skills/Qualifications:

- Bachelor's degree or equivalent experience in a related field.
- Proficiency in database management and CRM software.
- Ability to learn new technology
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Experience in event planning and execution.
- Basic knowledge of financial reconciliation and reporting.
- Familiarity with digital campaign management, online fundraising and basic software.
- Ability to work both independently and as part of a team.

Send cover letter and resume with subject {Development Associate – YOUR NAME} to jobs@WhartonArts.org.

Wharton Arts is an equal opportunity employer and welcomes candidates from diverse backgrounds to apply.