Position Title: Development Associate
Reports To: Director of Development
Weekly Schedule/Total Hours: 30
Annual Salary: $43,000

Job Description:
The Development Associate is responsible for the accurate collection and processing of all donations and grant payments. This includes entering gifts into eTapestry using appropriate financial codes, preparing deposit slips for the finance department, and submitting deposits promptly. After deposits are completed, the Development Associate generates acknowledgment letters for the Executive Director's signature and ensures timely mailing to donors.

Additional responsibilities include coordinating with the finance department to reconcile development-related electronic transfers, processing matching gifts and payroll deductions, and maintaining compliance requirements for third-party donation platforms. The Development Associate ensures all verification and affirmation documents for platforms such as CyberGrants, YourCause, and Benevity are current and active.

The role also provides support for donor-related special events. This includes managing mailing lists, organizing and fulfilling mailings, overseeing event registration, and capturing donor information. For events managed through RunSignUp and GiveSmart, the Development Associate designs and uploads necessary content to the platform.

Finally, the Development Associate researches and responds to donation-related inquiries from donors, employer partners, and third-party giving platforms.

Skills / Qualifications:
- Experience with donor database systems (eTapestry/Blackbaud preferred)
- Strong attention to detail and accuracy in data entry and financial processing
- Ability to manage multiple deadlines and maintain organized records
- Strong written and verbal communication skills
- Experience working with third-party giving platforms (e.g., CyberGrants, YourCause, Benevity) is helpful
- Ability to work collaboratively across departments

Desired Education / Majors:
- Bachelor's degree

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.