

**Job Title:** Development Associate  
**Reports to:** Executive Director  
**Hours:** Half time, with the opportunity to move to Full Time.

**Essential Duties & Responsibilities:**

Reporting to Executive Director, the Development Coordinator provides administrative support for fund development activities and participates in all fundraising activities including donor and public relations, fundraising appeals, and special events and supports the short- and long-term development strategy of the organization.

**Donor and Volunteer Relations Tasks**

- Collaborates on the development of timely and relevant donor communications.
  - Assists Executive Director with donor appreciation, cultivation, solicitation, recognition, and stewardship.
  - Supports the proper and on-going stewardship of donors including the timely processing of tax receipts, gift acknowledgments and pledge forms.
  - Assists Executive Director and Advancement and Marketing Committee to prepare and schedule visits with donors.
- Responsible for coordinating the integration of the Volunteer Program into the Fund Development Program.
  - Collaborates with the Executive Director to plan the fund development activities and communications with volunteers for cultivation, solicitation and stewardship.
  - Ensures volunteer information is maintained in the donor database.
  - Assists in tracking, management, communication and recognition of volunteers.
- Contributes to the development of organizational annual fund development plan.
- Assists the Executive Director in planning, managing and executing all aspects of the organization's fundraising events in collaboration with other staff and/or consultants.
  - Prepare and distribute minutes, agendas for event committee meetings
  - Maintain event materials and other duties as assigned for fund-raising events.
- Assists with general desktop publishing needs and coordinates the production of a general newsletter and/or annual report that includes gathering organizational and financial information.
- Assembles information and packets for media, events and meetings.
- Works with the Executive Director to draft press releases and respond to media inquiries.
- Coordinates the social media strategy and postings and ensures that it is integrated into the fund development plan.
- Conducts preliminary research for private foundations to identify other sources of funding.
  - Preparing and/or contributing to the preparation of grant applications to corporations, foundations, and other partners.

### **Administrative Tasks**

- Prepares and distributes minutes, agendas for fund development committee meetings
- Produce fundraising reports and other database reports as needed.
- Maintains donor database to track the Moves Management of each prospect and donors.
  - Works with all staff, Board members and committee members to ensure continuous updating and accuracy of database records

### **General Tasks**

- Attends required staff and committee meetings, trainings and events.
- Other duties as assigned

### **Minimum Qualifications:**

- Demonstrated excellence in organizational, managerial, and communication skills
  - Competent in Microsoft Office applications
  - Analytical skills and good judgment
  - Independent and self-motivated
  - Good inter-personal relational skills
- **Physical Demands:** sitting, standing, walking, driving, lifting
  - **Work Environment:** Mostly indoors in an office environment, some travel required
  - **Special Requirements:** Some travel required. Must provide own vehicle, have a clean driving record and provide proof of vehicle liability insurance.

**Salary:** \$19-\$23/Hr. Based on experience.

**Benefits:** Flex medical plan, SEP Retirement plan, Health Insurance upon full-time employment

**Application Deadline:** August 20, 2020, 5:00 p.m.

Send Cover letter, resume and three references to:

Tom Bensen  
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PO Box 7662  
Missoula, MT 59802

Or email: [tom@artsmissoula.org](mailto:tom@artsmissoula.org)