



POSITION DESCRIPTION

JOB TITLE: Development Associate
GRADE/STATUS: Non-Exempt
REPORTS TO: Director of Development
APPLICATION DEADLINE: January 25, 2022

Development Associate

Creative Capital is a nonprofit 501(c)(3) organization which funds individual artists creating groundbreaking work in the visual arts, performing arts, film, literature, technology, socially engaged and multidisciplinary forms. The Development Associate is an integral member of the Development team, with the primary responsibility of helping Creative Capital deepen relationships with individuals and foundations. The Development Associate will work closely with the development staff on research and writing to support fundraising activities as well as to manage the donor database; oversee the department's priority-setting calendar; support campaigns and giving activities; develop, maintain, and expand membership and annual fund programs; handle gift processing and acknowledgements; and assist with the coordination and production of special fundraising events and trips with board members, patrons and artists. Related tasks will include external outreach such as fundraising communications (print and electronic). This position will also act as a liaison between the Director of Development, senior leadership, patrons, members, the board of directors, and the National Advisory Council. The Development Associate will interface with and work with the team to support Creative Capital's mission of serving artists and awardees, which include: Simone Leigh, Theaster Gates, Legacy Russell, Jesse Krimes, Taylor Mac, Becca Blackwell, Meng Jin, Ry Russo-Young, and more.

The Development Associate reports to the Director of Development and works closely with other development staff, including a Development Officer, Individual Giving and an Associate Director, Institutional Giving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage department schedules, identifying priorities and goals set by Development staff with other departments; track projects and coordinate planning and communication with other departments
- Oversee administration and daily operations of the membership and individual giving programs, including fulfillment of benefits, maintenance of membership profiles, timely processing of new members, upgrades, and renewals, and follow-up by phone or e-mail as necessary
- Work with the Development Officer for Individual Giving and Events to design and execute the most compelling fundraising, member and cultivation events
- Field inquiries via phone, development, and membership email inboxes, providing superior customer service/troubleshooting as necessary, while referring more complex inquiries to appropriate staff
- Implement and track net results of appeals, campaigns, and other development initiatives
- Follow up on returned mail and digitally file all copies of correspondence as needed
- Provide ideas and follow-through strategies to maximize social media opportunities



- Produce all printed matter and oversee mailings for events, stewardship mailings for donors, patron and membership acquisitions and renewals, and annual appeals
- Help with upkeep of promotional content (website, printed materials, brochures, programs, and other ephemera)
- Track departmental income/expenses and financial budget/projections related to events, department ephemera, and patron programs
- Oversee gift processing, ensuring full coordination with COO as well as data and record input
- Assist with aspects of the Annual Fête and Artist Retreat with direction from the Development Director, Development Officer and/or consultant, such as conceptualizing, planning, organizing, and implementing the event; executing design and production of all printed materials, tracking and recording table and ticket sales and invitees; and close-out, acknowledgements, invoicing, and follow-up post-event
- Assist in outreach to targeted caterers, vendors, artists, speakers, performers, venues, and partner organizations to realize programming for Development events
- Other duties as assigned

QUALIFICATIONS, KNOWLEDGE, & SKILLS REQUIRED (Minimum education and experience needed to perform the job adequately.)

- BA degree is required; Master's degree is welcome
- Two or more years of experience in development, fundraising, grant writing, and/or research in a not-for-profit environment, preferably in the arts and culture sector
- Excellent interpersonal skills, with the ability to exercise judgment and discretion with artists, board members and donors, as well as maintain confidentiality and discretion
- Superior writing and communication skills, with an ability to develop compelling communications to engage donors and prospects
- Strong interpersonal and relationship-building skills, diplomatic and gracious under pressure, and experience working with cross-functional teams
- Outstanding organizational skills and attention to detail, including ability to plan, prioritize, and manage a varied workload to meet deadlines
- Experience recording and tracking financial information, including multi year grants and individual donations in a fundraising database application (preferably in Salesforce or Raiser's Edge) and proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Experience working with budgets and other financial documents
- Passion for contemporary artists
- Commitment to diversity, equity, inclusion and access in all our programs, partnerships, and development efforts

The position is full-time (40 hours/week with occasional travel and special events). Ideally, candidates are based in or near Creative Capital's offices in New York City. Includes generous paid time off and benefits. Salary commensurate with experience.

TO APPLY: Please submit your cover letter and resume as one PDF to jobs@creative-capital.org with the subject line "Development Associate" - [SURNAME]." No phone calls, please. Application deadline: January 25, 2022.



ABOUT CREATIVE CAPITAL

Creative Capital is a nonprofit organization whose mission is to fund artists in the creation of groundbreaking new work, to amplify the impact of their work, and to foster sustainable artistic careers. Founded in 1999, Creative Capital pioneered a transformative grant-making model that marries direct funding to individual artists with infrastructure and scaffolding support. Our pioneering efforts have impacted not just artists, but the arts ecosystem as a whole. The Creative Capital model of philanthropy has inspired countless other nonprofits investing in the long-term, sustainable careers of artists. More than 75% of our recent awardees are Black, Indigenous, Latinx, Asian, or artists of color representing a wide range of age groups, artistic disciplines, and regions. Our awardees have received prestigious honors and other accolades, including: 127 Guggenheim Fellowships, 19 MacArthur “Genius” Fellowships, 3 Academy Awards and 13 nominations, and 1 Booker Prize. www.creative-capital.org

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.