



## Job Posting

### Development Associate

Creative Capital supports innovative, emerging, and experimental artists across the country by providing substantial financial support, career development, and community building and engagement opportunities that shape the creative sector nationally. Creative Capital's Development department is eager to welcome a new, key member to its development team. 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. Reporting to the Director of Development, the Development Associate has the primary responsibility of providing administrative and programmatic support to ensure Creative Capital's fundraising success. 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 is also a key liaison to, and will work closely with, the President and Executive Director, and other senior leadership and departments, the Board of Directors, and patrons. The Development Associate reports to the Director of Development and works closely with other development and organization staff.

### Responsibilities

Responsibilities include, but are not limited to, the following:

- Help oversee the administration and daily operations of Development department, and work with the Director of Development to ensure the achievement of all aspects of the department's goals and initiatives
- Maintain donor records and files, process all incoming contributions, grants and gifts, donor materials, including Creative Capital's CRM (Salesforce)
- Produce contributed income reports and reconciliation with the finance team
- Coordinate the implementation and tracking of appeals, campaigns, maintain and provide support to overall fundraising efforts and special campaigns as needed and assigned
- Assist with donor engagement by responding to inquiries, securing contributions by phone/email, facilitate donor benefit fulfillment, and cultivation and recognition events logistics
- Provide support for the Artist Benefit + Banquet including list generation, gift processing, meeting agendas and minutes, acknowledgements, internal coordination with other departments, and maintaining records



- Help produce all printed matter and oversee mailings for events, stewardship mailings for donors, patron and membership acquisitions and renewals, and annual appeals
- Assist with prospect research, donor analysis and other duties as assigned

## Qualifications

- Bachelor's degree is required and a minimum of two years of professional work experience, preferably in the arts and culture sector; prior Development or customer service experience is a plus
- Submissions from candidates with customer relationship database (CRM) experience will be prioritized
- An interest in supporting the field of contemporary art
- An effective and energetic team member with an ability to be proactive, use independent judgment and initiative, and is a quick learner
- Excellent organizational and time management skills, including attention to detail, and the ability to plan, prioritize, and manage a varied workload to meet deadlines
- Outstanding interpersonal skills, with the ability to exercise judgment and discretion with artists, board members and donors
- Superior written, verbal, and interpersonal communication skills
- Strong relationship-building skills, diplomatic and gracious under pressure, and experience working with cross-functional teams
- Experience recording financial information, including using fundraising CRM products (Salesforce, Raiser's Edge, iwave) and proficiency in Microsoft Office Suite
- Commitment to diversity, equity, inclusion, and access in all our programs, partnerships, and development efforts

The position is full-time, non-exempt and non-union (40 hours/week with ability to do occasional special events or evening work outside of M–F 10:00 AM–6:00 PM). Ideally, candidates are based in New York City. Includes generous paid time off and benefits.

TO APPLY: Please send a resume and a professional cover letter in one PDF attachment, and describe how your skills and experience meet the qualifications, to [jobs@creative-capital.org](mailto:jobs@creative-capital.org), using the following conventions:

Subject Line: Development Associate

One PDF attachment: yourfirstname\_yourlastname\_coverletter and resume.pdf

Application deadline: October 14, 2022.

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Creative Capital will be offering a salary of \$52,000–\$58,000 for this position, commensurate with experience, along with excellent medical, dental, life, disability, and



401K plan. Our staff also has generous vacation, sick leave, and personal days, and a collegial and collaborative work environment.

## 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 Cuggenheim Fellowships, 19 MacArthur “Genius” Fellowships, 3 Academy Awards and 13 nominations, and 1 Booker Prize. [www.creative-capital.org](http://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.