



ARTPARK & COMPANY, INC.
DEVELOPMENT ASSOCIATE JOB DESCRIPTION

DEVELOPMENT ASSOCIATE

Artpark & Company, Inc., an independent not-for-profit organization established in 1997 to carry out the park's original mission as a cultural institution in partnership with the Western New York office of the New York State Parks, Recreation and Historic Preservation, is seeking to hire a full-time Development Associate.

JOB SUMMARY

The Development Associate is a member of Artpark & Company administrative team. The position is responsible for supporting all fundraising database management and research efforts including prospect and patron research, activity tracking and data reporting needs. This role will include implementation and management of newly acquired Raiser's Edge NXT donor management system. In addition, the position will support a wide variety of other fundraising aspects of the organization as needed.

A successful Development Associate is highly organized, proactive, excellent at follow-through, skilled at database management and possesses a high level of computer competency.

DUTIES AND RESPONSIBILITIES

- Support successful installation and transition to Raisers Edge as a main fundraising research and management tool of the organization, stay up to date with software changes
- Manage the donor database, including updating constituent information, data entry, gift and batch entry, and data clean up with the goal of providing current, consistent and accurate data
- Create and generate reports to support and improve fundraising and stewardship efforts
- Identify stewardship opportunities based on findings through data analysis
- Identify areas for development within Raiser's Edge to better segment donor information
- Issue tax receipts and acknowledgement letters from Raiser's Edge
- Train new and existing staff as their database use changes or as processes change
- Identify and capture useful data about donors and prospects for cultivation and reporting purposes—i.e., information about backgrounds, including professional and familial relationships and charitable interests
- Establish and maintain correspondence, records, and update acknowledgement program
- Assist with the planning, coordination and organizing of fundraising and cultivation events
- Create, maintain and update procedural documents pertaining to the use of Raiser's Edge
- Perform Raiser's Edge upgrades, as required
- Support Director of Development in communications with existing and prospective funders on all levels

REQUIRED CHARACTERISTICS

- Bachelor's degree in business, computer science, accounting, finance, math or related field is preferred
- Three to five years of demonstrated computer proficiency working with databases and related software platforms

- Knowledge of fundraising database systems, Raiser's Edge preferred
- Proficiency with Microsoft Office, including Word, Excel, PowerPoint, Adobe Acrobat and other productions, cloud data and project management (Dropbox, Google Drive, BaseCamp), etc.
- Able to perform several tasks concurrently, excellent time management and organizational skills

EXPERIENCE

- Three years of experience in a professional, preferably non-profit environment
- Exceptional writing and proofreading skills; experience in developing and organizing proposals for varying audiences
- Knowledge of, or experience in, online fundraising/prospecting, nonprofit advocacy, cultivation and marketing is a plus

EDUCATION

College graduate preferred