

Salary: Commensurate with experience

Education: Bachelor

Type: Full time

**Job Summary:**

The Development Associate will support the Executive Director and Director of Development with YA's efforts to reach yearly fundraising goals. The Development Associate will support day to day development activities, including gift processing, drafting grant applications and reports, and coordinating meetings and events.

**Duties and Responsibilities include but are not limited to:**

- Draft proposals and reports to corporate, foundation, and government funding sources.
- Maintain development data, track contributions, and assist with donor reporting and correspondence.
- Ensure accurate data management in DonorPerfect and prompt acknowledgement of all donations.
- Assist with the logistics associated with annual appeals, mailings, and follow up.
- Assist with filing and scheduling appointments for presentations and site visits.
- Research corporate and foundation prospects for restricted projects.
- Support external events, logistics for "Cocktails and Conversations," as well as logistics and ticket sales for "Taste the Arts."

**Additional Expectations:**

Commitment to the arts, and the development of young people.

Outstanding interpersonal, organizational, and written/verbal communication skills are required.

Strong attention to detail, excellent computer literacy skills: Word and Excel at a minimum; experience with DonorPerfect, Quickbooks and/or additional fundraising software a plus.

**Qualifications:**

- Bachelor's degree or equivalent experience preferred.
- 1-2 years experience in fundraising and/or communications.
- Ability to work under pressure, multi-task, and respond to short deadlines.
- Strong interpersonal, analytical and problem solving skills.
- Proficient in word processing, spreadsheets, and database management programs.
- Willingness to work beyond the usual 9 to 5 business day when needed.
- High degree of initiative; high energy, positive, "can-do" team player.

Competitive salary and benefits.

Qualified applicants should send a resume, cover letter, and references to [megan@yamd.org](mailto:megan@yamd.org) or fax to 410-837-7579. Phone inquiries: Megan Wills at 410-837-7577 ext 13.