**DEVELOPMENT ASSOCIATE   
McCallum Theatre**

Salary Range: Low: $60K - $75K per year, based upon education and experience.

**POSITION OVERVIEW**

The Development Associate assists senior fundraising staff with day-to-day administrative support, coordination and implementation of revenue generating projects. This includes support with prospect identification, solicitation mailings, stewardship assignments and donor database entries, reports and queries.

* Reporting to the Director of Annual Giving, the incumbent provides assistance in the creation and organization of solicitation and cultivation documents and materials for mailings, events and benefit fulfillment, such as appeals and invitations (electronic and hard copy). These activities support the execution and follow up for the annual fund appeal and show sponsorship solicitation and stewardship.
* Support administrative tasks for the Senior Vice President of Development as needed.
* Assist in the coordination of revenue-generating, prospecting and cultivation events, including Event module participant entry, administrative support, oversight of vendors and adherence to budget.
* Ensure that projects are completed on time and at the highest quality with meticulous attention to detail.
* Assists with the creation and finalization of guest lists.
* Assists in scheduling meetings with prospective donors.

**Attributes:**

* Associate’s degree or commensurate experience
* Solid 2+ years of experience in a nonprofit setting
* Demonstrated knowledge of fundraising practices
* Strong project management ability and attention to detail; excellent data entry and analytical skills
* Stellar critical thinking and problem-solving ability
* Exceptional written and verbal communication skills
* Superior collaboration skills and ability to manage cross-functional relationships within the organization
* Expert time-management, prioritization, and multitasking skills
* Displays exceptional time-management, prioritization and organizational skills as needed for meeting deadlines.
* Strong computer skills, including proficiency in Microsoft Excel, Word and donor database software (Raiser’s Edge preferred)

To apply, send a resume to [jbaciu@mccallum-theatre.org](mailto:jbaciu@mccallum-theatre.org)