



Job Description

Title:	Development Associate
Reports to:	Executive Director
FLSA Status:	Exempt / FT

The Smith

The Smith Center for the Arts, Inc. is a nonprofit organization located in Geneva, New York, in the heart of the Finger Lakes Region of New York State. Geneva's cultural anchor for 129 years, and known affectionately as simply "The Smith," The Smith Center for the Arts is host to dynamic entertainment all year round. We are committed to providing and sustaining diverse arts and education enrichment opportunities for Finger Lakes residents and visitors, while maintaining our beloved historic venue – the Smith Opera House.

We are at pivotal juncture of our history, poised to grow. The Development Associate position is a new position with room for creativity and growth and for the new person to put their mark on the role and the organization.

Summary

The Development Associate will be responsible for implementing the Smith's recently outlined three-year fundraising plan, creating systems in collaboration with the Executive Director and Board, executing individual giving programs and overseeing the vision and execution of institutional giving and sponsorship programs. These activities are for the purpose of meeting annual fundraising goals and institutional growth over time. The Development Associate will collaborate directly with the Executive Director and the Board of Directors to develop, execute, and evolve these programs.

Responsibilities:

- Work with the Marketing team to develop and execute a communications plan and ongoing program to invite ticket buyers and event attendees to become members.
- Develop and execute a communication and outreach plan for individual giving to steward donors up the giving ladder from membership to higher levels of giving.

- Work with the Executive Director to design a framework and program for institutional giving encompassing corporate and foundation grants. Hire and oversee a part time specialist tasked with executing the program.
- Develop a business membership program and a communications plan to enhance business memberships.
- Work with the marketing team and the board of directors to enhance and grow corporate sponsorships.
- Develop and track goals and KPIs; track and report results to the ED and Board of Directors.

Experience, Skills and Requirements:

- Excellent communication and interpersonal skills required.
- Ability to manage people and build and maintain relationships.
- Self-starter able to manage time and deliver on deadline.
- Attention to detail and accuracy.
- Experience and understanding of nonprofit organizations and fundraising.
- Experience with communications campaigns
- Experience planning and executing events
- Experience managing a database: loading and extracting data
- Fluency in the Microsoft Office Suite and Gmail.
- Basic understanding of CRM; or ability to learn.
- HS Diploma required; College degree preferred.

EEO/DEO/Accommodations:

The Smith is an equal opportunity employer, committed to diversity in the workplace. Employment decisions are based solely on qualifications, merit, and business needs at the time, without regard for race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

There is a possibility to design this position as hybrid regarding location, with a minimum of two days per week in Geneva and key event days on site.