

## Development Associate

Dallas Contemporary seeks a full-time Development Associate to support all aspects of its fundraising and donor relations program. Reporting to the Director of Development, the Development Associate is an integral part of the Dallas Contemporary team. The Development Associate manages the museum's membership program, frequently interacts with the board of directors and donors at all levels, coordinates event logistics, completes special projects, and provides administrative support. The ideal candidate will have a strong work ethic, be a good problem solver and team player, be a fast learner and a strong writer, and will thrive in a high-intensity position. Prior experience working at a non-profit organization is preferred. Interest in the arts is desirable.

### Responsibilities:

- Oversees membership, with special attention to the Contemporaries member group
- Facilitates fulfillment of donor and membership benefits, including acknowledgements
- Assists in the planning of events, including fundraising galas
- Prepares grant proposals and applications
- Manages donation accounts receivables and gift processing
- Supports the board by planning and organizing monthly meetings
- Sends pledge reminders to board members and donors
- Maintains donor records in database
- Writes gift acknowledgement letters
- Manages special giving campaign processes and calendars
- Sends e-blasts using VerticalResponse
- Provides administrative support to the Director of Development
- Assists the Executive Director and Director of Development with special projects and travel arrangements

### Experience and Skills

- Bachelor's degree (required)
- Proficiency at basic internet research and MS Office (required)
- Past experience using a donor database or CRM (preferred)
- Experience interacting with donors or high net worth individuals (preferred)
- 3-5 years of work experience at a non-profit organization (preferred)

To apply, send a cover letter and resume to [rosa.langley@dallascontemporary.org](mailto:rosa.langley@dallascontemporary.org).