



Development Associate

Full Time, Non-exempt

The Development Associate works with the Development Manager to support and implement Marin Art and Garden Center's fundraising strategy, an essential component of the Center's stability and growth. Join us and contribute to the development of our treasured resource.

RESPONSIBILITIES

Donation Processing:

- Receive record, and acknowledge all donations in donor database (Neon), ensuring consistent and accurate data.
- Track donor records and produce reports.
- Manage execution of donor correspondence and fundraising mailings.
- Conduct research on current and prospective donors using internet resources and in-house data.
- Assist with marketing efforts related to fundraising.

Capital Campaign:

- Support activities of the Capital Campaign, including research, gift processing, solicitation tracking, communications, and related administrative tasks.
- Support Capital Campaign Committee including coordination of meetings, agendas, and materials.
- Participate in Campaign collateral development and marketing and communications efforts.

Special Events and Programs:

- Work with Development Manager and Events Manager to execute all aspects of special events for donor cultivation and/or fundraising.
- Solicit in-kind donations of goods and services for special events. Support event execution, including coordinating invitations, tracking responses and seating, logistics, and follow-up.
- Assist with annual sponsorship program for summer concert series and other programs to be developed, including solicitations, acknowledgements, and delivery of sponsorship benefits.
- Support program development through special invitations and engagement.

Foundations and Corporations:

- Assist with foundation grant requests and prospect research.

Development Committee Support

- Work with Development Manager to support Development Committee with agendas, follow up and strategies

Center Administrative Support:

- Assist with greeting visitors, answering phones, mail pick up and drop off, and miscellaneous hospitality and administrative tasks.

QUALIFICATIONS**Job-Related Knowledge**

- Knowledge of basic nonprofit fundraising strategy and techniques for cultivation and stewardship.
- Proficient in Microsoft Office including Outlook, Word, Excel and PowerPoint.

Job-Related Skills & Abilities

- Strong organizational, technical, and communication skills with excellent attention to detail.
- Strong written skills, the ability to write in various styles and to edit the writing of others.
- Excellent interpersonal skills and the ability to effectively interface with coworkers, donors, committee members, and foundation and corporation representatives.
- High level of professionalism, including discretion and the ability to maintain confidentiality.
- Ability to complete assignments in a timely and accurate manner, and successfully juggle multiple priorities.
- Ability to work in situations with changing priorities and multiple simultaneous assignments.

Experience

- 1+ years relevant experience.
- Experience working with a relational donor database, such as Neon.

Education

- Bachelor's Degree required

To apply for this position, please send your resume and cover letter to info@maringarden.org. Please no phone calls or walk-ins.