



Development Associate

Summary:

The Development Associate manages the organization's fundraising activities. The Development Associate's principal charge is to collaborate with team members in the areas of major giving, corporate support, Membership and special events.

The Development Associate reports to the Director of Marketing & Development. It is a full-time, salaried position. The position requires flexible hours including evenings and weekends.

Key Areas of Responsibility:

- Collaborates with the Director of Marketing and Development and team members to reach revenue goals for Membership and individual giving; monitors and reports out on acquisition and attrition rates of Membership; manages Membership promotions/offers and opportunities including the Members' Lounge and Bonus Ticket Program; and assists in the creation, development and deployment of Membership communications including renewals, lapsed, acquisition letters, Member newsletter, and annual reports.
- Provides assistance in prospecting, tracking major gifts, and supports the Director of Marketing and Development, Artistic and Executive Director, and the Board in implementation of major gift plans; reviews and reports out on monthly activity; manages project management software (Asana) for the development department; and provides support materials.
- Stewards corporate partner relationships via 5-point contact (contract, benefits fulfillment, pre and post event contact) to ensure use of benefits and attendance at the event, and outreach regarding ticket discounts and comp tickets. Will solicit ad sales for the Broadway Playbill as cultivation of corporate sponsors.
- Works with Director of Marketing and Development and other staff to execute high quality receptions and other private special events, including the annual benefit bash, season announcement event, receptions, and salons.
- Manages annual grant calendar and related activities, document payments and expenditure, optimize the administration process, ensure compliance with regulations, and manage grant databases (Asana, Tessitura).
- Serves as a Tessitura development database power user; assists in monthly reconciliation with bookkeeper; tracks Membership data for internal purposes; and insures proper donor recognition.
- Other tasks as requested.

Required Qualifications:

- Excellent writing and proofing skills.
- Minimum three years of experience in arts/nonprofit fundraising.
- Experience working collaboratively across departments.
- Experience working with non-profit boards and related committees.
- Familiarity with current development trends

Skills & Qualities:

- Commitment to active anti-racism, challenging systemic racism and a deep interest in Portland Ovarations' ongoing equity, diversity, and inclusion efforts.
- Strong listening skills, compassion and intercultural sensitivity towards people of various identity markers and life experiences.
- Willingness to continuously challenge norms and embrace new ideas and ways of working.
- Optimistic self-starter with excellent project management skills.
- Excellent analytic skills and fluency with database management.
- Results-oriented, strategic, flexible and creative thinker.
- High proficiency in Microsoft Office suite.
- Proficiency with Tessitura software a plus.

Work Environment:

Portland Ovarations is currently working remotely and will continue to do so through the summer. Remote work is expected to remain a partial component of the work environment

Our Values:

Portland Ovarations values and is committed to equity and social justice for all. We celebrate, support, and learn from our differences and believe an inclusive and diverse workplace creates a thriving organization benefiting our employees, our programs, and our communities. Ovarations is proud to be an equal opportunity workplace and welcomes applications from candidates demonstrating diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Portland Ovarations is an Equal Opportunity Employer.

Hours and Compensation:

This is a full-time 40 hour a week position. Evening and weekend hours are required.
Salary Range: \$40,000 — \$45,000 Plus Benefits

To Apply:

Please send a cover letter, resume and 2-3 references (will not contact until post-interviews) with the subject line "Development Associate" to: info@portlandovations.org. Applications will be reviewed on a rolling basis until position is filled.