

**Development Associate**  
**Job Description**  
**Full-Time**

**Supervisor:** Development Director

**Job Purpose:** Work with the Development Director (DD) to reach and surpass contributed income goals as well as to develop and maintain successful long-term relationships with both current and potential donors. This position provides administrative and database support, marketing and communications support, and plays a lead role in Development event planning and implementation.

**Duties and Responsibilities:**

- Maintain the day-to-day operations of the Development Department:
  - Provide administrative support including copying, filing, data entry, and answering general inquiries.
  - Process and record all donations accurately and in a timely manner:
    - Create and mail donor acknowledgement letters, including to granting organizations.
    - Create donation reports and lists as needed.
    - Reconcile Development records with the Business Manager on a regular basis and maintain records for the annual audit process.
  - Manage and maintain the donor database in collaboration with the Grants Coordinator, reviewing regularly for accuracy.
  - Assist DD in the creation and execution of all Development related external communications and organizational marketing including but not limited to the Annual Report, formal correspondence, e-blasts, social media posts, and website updates.
- Coordinate the planning, promotion, and execution of Development Special Donor Events throughout the year, including regularly scheduled and one-off donor events, luncheons, cocktail parties, season launches, sponsor receptions, and the annual Spring Fundraising Gala:
  - With the DD, develop short and long term work plans for events, regularly monitoring progress and evaluating performance.
  - Coordinate the tracking of event RSVPs, ticketing, and donations.
  - Liaise with event partners, vendors, auction item donors, artists and participants as needed.
  - Manage and oversee events on the day of, including directing event set-up, run-of-show, and clean-up, problem-solving, and communicating with vendors, staff, volunteers, and guests.
  - Coordinate any post-event follow-up with donors/attendees.

- Manage Portland Stage's administrative needs for the Board of Trustees.
- Participate in "Full Company" projects, work calls, meetings, and events as required.

### **Qualifications:**

- Experience in Arts/Non-Profit Administration strongly preferred; background in Theater/Performing Arts a plus.
- Fundraising and/or event management experience is a plus.
- Strong knowledge of Microsoft Office and Google Suite.
- Demonstrated experience with Customer Relationship Management (CRM) software and/or donor databases; familiarity with Patron Manager strongly preferred; familiarity with box office and ticketing software a plus.
- Experience with email marketing software preferred, particularly Feathr.
- Acute attention to detail.
- Demonstrated time management and organizational skills.
- Team player with strong problem-solving abilities and ability to work independently.
- Strong writing, verbal and interpersonal skills.
- Flexibility, creativity, confidence, and resourcefulness.

### **Working Conditions:**

- This is a full-time, hourly, benefits eligible position.
  - Weekly schedule is typically 40 hours during weekdays, with the need for some evening and weekend availability surrounding special events.
- A desk is provided with a computer and access to printers, a copier, a phone, and wifi enabled internet. Computer will have basic software necessary.
- The work environment is mainly the office area, which is temperature controlled.

### **Physical Requirements:**

- Mobility: ability to sit, stand, climb stairs.
- Safely lifting loads of 50 pounds by oneself, lifting 100-200 pounds with two or three people.
- Ability to look at electronic screens for extended periods of time.

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