



Development Associate

Full Time

Artpace exists to support the creative process and engage audiences with the most innovative art and artists from around the world. Since 1995, Artpace has welcomed more than 200 resident artists and commissioned significant artworks that would otherwise not exist. Artpace fosters the creative growth of regional, national and international artists and engages the community with their work. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

The Development Associate is a collaborative member of Artpace's development team and responsible for developing and implementing strategies to increase and retain the sponsorship and donor base through signature & special events, and annual appeals. The Development Associate also serves as the staff liaison to Artpace's Board of Directors. This position reports directly to the organization's Deputy Director.

Essential Responsibilities:

Planning

- Assess current strategies and identify areas for improvements including special events and donor engagement strategies.
- Attend applicable workshops and events to seek new opportunities and build meaningful relationships with local stakeholder community
- Interact with a cross departmental team, lead by the Deputy Director, to assist in the creation of new donor revenue strategies and relevant collateral materials
- Remain knowledgeable of all AP programs
- Attend weekly development meetings and present informed written reports and updates

Donor and Sponsorship

- Maintain a detailed database of donor opportunities including historical partners and potential new sponsors
- Manage the implementation of assigned signature and special events including the Big Give and annual appeals
- Direct personalized and targeted donor outreach for the successful fundraising engagement including the board of directors
- Maintain active and professional relationships with donors including preparing recognition and acknowledgement letters.
- Monitor and achieve the goals set annually for development team

Board of Directors

- Develop individual agendas for all board and committee meetings in coordination with Executive Director
- Attend all required meetings and maintain general meeting notes.
- When applicable, follow-up with board requests or instructions as determined by the Executive Director.
- Coordinate all assignment and presentations with appropriate Artpace staff

Skills, Knowledge, and Abilities:

- A team player able to work cross-departmentally to achieve shared goals
- Proficiency in MS Excel and Word required
- Preferred experience in eTapestry or comparable donor database
- Excellent verbal and written communication skills and interpersonal skills
- Strong attention to detail and excellent organizational skills
- Able to handle multiple activities and projects simultaneously
- Passion for and knowledge of contemporary art
- Flexibility to work evenings and weekends

Education:

- Bachelor's Degree from an accredited college or university with preferable coursework in English, Communications, Public Administration, Arts Management or other related field
- 3-5 years of experience in the non-profit, arts field

No calls please. Send cover letter, resume and salary requirement to Amy Austin, Associate Director of Development at aaustin@artpace.org.

No interviews will be scheduled until a full and diverse candidate pool has been attained.

Artpace, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or veteran status.