

Title: **Development Assistant for Individual Support**

Date: Oct 13, 2011

Status: Full Time, Year-round with benefits

Reports to: Individual Support Manager

Works with: Development staff, Finance and Marketing departments, donors

Supervises: N/A

**Responsibilities:**

Contributed income processing, acknowledgement and accounting

- Process gifts using Raiser's Edge database, including coding and copying of gifts, accurate database entry and upkeep, and reconciliation of all gifts with the business office
- Acknowledge gifts using Raiser's Edge and Microsoft Word to generate, edit, print, circulate and file acknowledgement letters, including specialized letters to major donors, and Board and donor pledge forms.
- Assist with production of special acknowledgements, including donor recognition signage/site, plaques.
- Generate and reconcile monthly contributed revenue reports with the development department and the financial office.
- Support Manager of Individual Support and Director of Development, particularly in above-mentioned areas of gift processing contributed income reports, and acknowledgements.

**Donor stewardship beyond gifts:**

- Communicate with donors via phone, email, and letters on matters such as gift reminders, thank you calls, and invitation follow-ups.
- Manage Ted Shawn Circle (donor and Board) concierge service during the Festival season, with part time assistance of Festival intern
- Coordinate large-scale mailings (mail merges, stuffing, coordinating mail volume with Office Manager), including renewal notices, direct mail appeals, and other correspondence with donors.
- Assist Event Coordinator and Individual Support Manager with execution of special events
- Manage and help staff the Member Table during the summer Festival, interacting with patrons and donors to encourage Member signup and deliver Member benefits

**Individual Support Office coordination:**

- Compile and distribute the MarDev (Marketing and Development) bi-weekly meeting minutes
- Maintain files and record keeping including e-filing for department, and manage volunteers to assist with ongoing filing
- Participate fully as a member of the Development team
- Perform other duties as assigned.

**Qualifications:**

- Organized, accurate, detail-oriented, thorough
- Able to handle sensitive information with discretion
- Able to interact with high level donors, executives, and Board members with grace, tact and accuracy
- Strong English and written communication skills
- Experienced working in databases
- Experienced in Internet research
- Able to work well on independent projects
- Able to think ahead, make recommendations and take initiative appropriately
- Team oriented
- Interest and background in development and the performing arts
- Able to lift and move 50 pounds
- Willingness to work long hours required of job during summer Festival

**Opportunities:**

- To be part of a mission-driven, premier arts organization
- To participate in a world-renowned dance festival, school, archives, creative development programs and community programs
- To learn all aspects of fundraising in the company of an experienced development staff
- To be part of a team with opportunities for advancement
- Occasional travel to New York City and elsewhere

Please submit cover letter and resume to [info@jacobspillow.org](mailto:info@jacobspillow.org) and include "Development Assistant" along with your name in the subject of the email.