



Development Associate

Position reports to: Administrative Director

Status: Full Time, Non-Exempt, Mostly daytime hours with occasional evening hours

Pay Level: Commensurate with experience

Principle Accountabilities

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Submit and monitor corporate matching donation.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing of spring and year-end appeal letters.
- Send appropriate documentation to donors.
- Manages division and organizational materials such as handout books, pamphlets, pins, bookmarks, and other pieces used for stewardship and cultivation.
- Use DonorSearch to research donor prospects as needed.
- Answer donor questions regarding gifts.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details associated with the Development Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Other duties as assigned by the Administrative Director.

Qualifications

- Associate's or bachelor's degree in a related field
- A minimum of three years' experience in a similar position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel, PowerPoint and Access Database management experience
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills
- Bilingual in Spanish a plus
- Ability to maintain detailed, accurate records

MYA Conservatory offers a full benefit package, and is an equal opportunity employer.

To Apply: Send a resume and salary requirements to mya@mya.org.