DEVELOPMENT ASSOCIATE

DEPARTMENT: Development and Fundraising

POSITION: Development Associate

REPORTS TO: Development Director

CLASSIFICATION: Part Time

COMPENSATION: $20 per hour

The International Association of Blacks in Dance (IABD) preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org.

POSITION SUMMARY
IABD is seeking an organized, responsible, and detail-oriented individual for a Part-Time development and fundraising position. The Development Associate is responsible for working with the Development Director on a diverse and complex set of tasks including direct mail solicitations, gift processing, donor cultivation and stewardship, donor record management, grant writing, and grant reporting. The ability to multi-task, focus on detail and professionally communicate with various internal and external constituents is essential. This position will be based in the Washington, D.C. area once the organization returns from the remote work environment.

RESPONSIBILITIES

• Work with the Development Director to create and implement annual fundraising strategy, including events featuring key donors and stakeholders.
• Drive the organization’s individual fundraising events, including annual appeals and special events.
• Perform regular correspondence and outreach to current and prospective individual donors and corporate sponsors as directed by the Development Director.
• Research prospective funding sources and prepare brief materials.
• Assist with donor cultivation and ongoing donor stewardship.
• Assist with the grant writing process, including writing, editing, and managing drafts.
• Participate in creation and preparation of Board of Directors meetings and relevant materials as needed.
• Other responsibilities as required.
EDUCATION AND EXPERIENCE

- Bachelor’s degree
- Four to Five years’ experience preferred, particularly in development or fundraising and events
- Proficiency in Microsoft Office and Google applications
- Familiarity with or capacity to learn Association Management Software

PROFESSIONAL COMPETENCIES

- Excellent written and verbal communication skills including writing, editing, proofreading, and grammar skills required
- Excellent interpersonal skills, tact, and diplomacy
- Well-developed organizational and time management skills
- Respect for and adherence to confidentiality
- Well-developed customer service orientation
- Deadline and detail-oriented, managing processes, research, and reporting
- Strong attention to detail and follow-through
- Creativity, resourcefulness, and strong problem-solving skills
- Ability to work effectively both independently and in a team environment
- Ability to prioritize and multitask with little supervision
- Ability to work effectively in a fast-paced, high-energy environment
- Dependable
- Fully participates in special activities of the organization
- Willingness to travel 2-3 times, per year
- Availability to work occasional evenings and weekends

If you satisfy the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

Denise Saunders Thompson
President and CEO
The International Association of Blacks in Dance
8730 Georgia Avenue, Suite 606
Silver Spring, MD 20910

IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.