DEVELOPMENT ASSOCIATE

DEPARTMENT: Development and Fundraising

POSITION: Development and Fundraising Associate

REPORTS TO: Sr. Development Director

CLASSIFICATION: Part Time

LOCATION: Washington, D.C. (remote candidates considered)

COMPENSATION: $23.00 per hour

*The International Association of Blacks in Dance* 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](http://www.iabdassociation.org).

**POSITION SUMMARY**

The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, detailed oriented individual for a Part-Time development and fundraising associate position. The Development Associate is responsible for working with the Development Director in handling a diverse and complex set of administrative tasks including assisting with direct mail solicitations, gift processing, donor research, donor record management, and donor relations. The ability to multi-task, focus on detail and professionally communicate with various internal and external constituents is essential.

**RESPONSIBILITIES**

- Work with the Development Director to create and implement annual fundraising strategy and plan for achieving fundraising goals.

- Perform regular correspondence and outreach to current and prospective donors, including corporate, government, individual, and foundation, as directed by the Development Director.

- Research potential new funding sources, prepare brief materials, develop relationships, and create new funding streams with an individual giving focus.

- Perform ongoing grant management, reporting, and stewardship of existing donors.

- Assist with the grant writing process, including writing, editing, and managing drafts.

- Work with Development Director and President/CEO to plan and implement fundraising events featuring key donors and stakeholders.

- Help implement the organization’s fundraising events, including recruiting member participants and stewarding donors.

- Support the Development Team with Board of Directors meetings and preparation of relevant materials as needed.

- Other responsibilities as required.
EDUCATION AND EXPERIENCE

- Bachelor’s degree
- Four to Five years’ experience preferred, particularly in development/fundraising and events
- Proficiency in Microsoft Office and Google applications
- Ability 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
- Dependable
- Ability to work effectively both independently and in a team environment
- Respect for and adherence to confidentiality
- Well-developed customer service orientation
- Strong attention to detail and follow through
- Creativity, resourcefulness, and strong problem-solving skills
- Ability to prioritize and multitask with little supervision
- Deadline and detail-oriented, managing processes, research and reporting
- Exhibits the ability to work effectively in a fast-paced, high-energy environment
- 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 have 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

The International Association of Blacks in Dance
ATTN: Development Associate Search
1621 Connecticut Avenue, NW, Suite 400
Washington, DC 20009

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.