

Development Associate – Job Description

The Development Associate position is an entry-level position that is primarily responsible for assisting the Director of Philanthropy carry out the implementation of fund development activities for WaterFire Providence. The Development Associate will provide support to and work in collaboration with the Director of Philanthropy. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by the Director of Philanthropy to secure the resources necessary to meet individual donation and philanthropy goals and support WaterFire operations and events.

WaterFire Providence is a volunteer driven organization and the Development Associate will also work closely with the Development Committee and other volunteers. We value relationship-based fundraising, and seek an individual whose goal is to become a well-recognized development professional. The Director of Philanthropy will work closely with the Development Associate to establish and cultivate skills in the development field while accomplishing the targets of the development department.

Responsibilities

- Assist with the development and implementation of the Development Plan that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, and special events.
- Data Entry (etapestry) of all gifts, pledges, in kind contributions and other donor commitments
- Timely administration of donor acknowledgement letters for all gifts – within 24 hours of gift receipt
- Participation as an active member of the WaterFire Development Committee
- Coordination of querying and producing data for all development mailings
- Reporting performance of development mailings, events and/or activities in weekly, monthly or more frequent reports
- Entry of contact reports/letters/correspondence to and from donors/prospects into etapestry database. Contact reports could be from Development Director, Board Members or Artistic Executive Director.
- Bi-weekly reconciliation – in coordination with WaterFire's Office Manager – of etapestry gift entry with Quickbooks accounting
- Coordination of internal individual development mailings, handling mail merges, and coordination of volunteers for stuffing and stamping internal mailings
- Maintain weekly Brazier Society newsletter during the lighting season/less frequently off-season
- Support WaterFire development events and activities, including maintenance of RSVP and guest lists for Brazier Society and Annual Fundraiser
- Assist with on-site logistics for events and activities as assigned
- In coordination with other staff, work with WaterFire Development Interns to train and assign in development tasks, as needed

- Field donor questions and feedback by phone and in person at events/activities
- Act as hospitality liaison at the Brazier Society reception tent and coordinate attendance and boat rides with the Special Events & Operations Department
- Attend events to increase your professional network and skill set, refine your relationship management skills, and enhance WaterFire Providence's outreach and capacity.
- General administrative and reporting assignments as requested by Senior Leadership Team and/or Board

Qualifications

- Bachelor's Degree or equivalent
- Excellent written and oral communication skills
- An understanding of and belief in, the mission of WaterFire Providence
- Organizational, project planning and leadership skills
- Exceptional interpersonal skills: ability to interact effectively with community leaders, board members, corporate managers, prospects, donors, and a variety of volunteers
- Ability to work independently with minimal supervision and as part of a team
- Ability to handle some flexible hours (weekdays, some evenings, some Saturdays and Sundays, all full-time WaterFire staff are expected to work ALL full lightings)
- Knowledge of event management, processes, and available resources including social marketing and web-based strategies
- Creativity, drive, enthusiasm and initiative to carry out projects to conclusion
- Strong knowledge of Microsoft Office applications
- Experience with eTapestry or with other donor management software

This is a full-time, permanent position – salary commensurate with experience.

Interested applicants should send a cover letter, resume and a writing sample to jobs@waterfire.org.