Title: Development Associate

Location: 825 Eighth Avenue, NY, NY

Job Type: Full-Time (Experienced)

Start Date: ASAP

Job Description:
As part of the Development and Communications team, the Development Associate will assist the Senior Director of Principal Gifts and the Individual Giving team of six (6) gift officers, each of whom manages a portfolio of donors or prospective donors with the potential to make gifts of $25,000 and higher. The Development Associate develops and maintains in-depth knowledge of WNET priorities, programs, and initiatives, as well as cultivation programs and possible engagement opportunities for prospects. Specific responsibilities include:

• Draft correspondence, briefing materials for use by the senior management, gift officers, trustees, and producers, for a variety of purposes (i.e. follow-up to meetings, letters of invitation, and notes of congratulations among others);
• Develop appropriate documents requesting philanthropic support from WNET's closest prospects. This may include creation of formal proposals, letters, etc. and typically involves coordination with colleagues from across the organization;
• Ensure that complicated giving histories are maintained with the utmost accuracy and as questions arise, will be responsible for developing correspondence with the donor, either directly or through gift officers;
• Coordinate work-flow for gift officers, collaborating with others in Development and Communications who take on tasks in support of development work - Donor Relations, Membership, Communications and other departments across WNET.
• Design, develop, and produce creative ideas for special events; create programs, invitations, and other needed materials;
• Assist with coordinating multi-faceted high level events related to an overarching prospect strategy including event logistics, room reservations, catering, ordering equipment, managing RSVPs, among several other responsibilities;
• Prepare and distribute solicitation status reports to the gift officers. Add, change and ensure accuracy of solicitations in database and follow-up as needed;
• Respond on behalf of the gift officers, as appropriate, to questions from colleagues, requests from donors, etc.

QUALIFICATIONS:
Qualified candidates will have a Bachelor's degree, or equivalent experience, with a minimum of two (2) years of related experience, preferably in Individual or Major Giving. Special Events experience is essential as is strong interpersonal skills and effective communication skills, including excellent written and oral skills. The successful candidate will have a demonstrated ability to use computer software applications, fundraising databases, networked informational systems and the internet and the ability to work independently with little supervision. Must be able to exercise strong judgment, and conduct oneself in a professional and ethical manner. Candidates with the following are preferred: Basic understanding of the concepts and principles of nurturing fundraising, campaign and/or project fundraising and speculative fundraising; experience in a cultural or media organization; strong research and analytical skills with the ability to do background and informational research, analyze and report findings that will be used by senior officers and members of management.