

# AS220 DEVELOPMENT ASSOCIATE

FULL-TIME (40 HRS PER WEEK)

AS220 is a non-profit community arts organization in downtown Providence, Rhode Island. We provide all Rhode Island artists affordable access to galleries, performance venues, educational opportunities, residential spaces, and work studios. Exhibitions and performances of original work are unjuried, uncensored and all ages. AS220 envisions a just world where all people can realize their full creative potential.

## General Description

AS220's Development Associate will work in close collaboration with the Director of Development and Grants Manager to plan and implement fundraising initiatives according to organizational needs and priorities. Core duties will include grant writing, individual donor cultivation, assistance with sponsorship solicitation and fundraising for special events, donor database management, and other fund development activities as needed.

The ideal candidate will be passionate about arts and culture, community and relationship building, youth arts education, and be committed to advancing the organizational vision and goal of AS220's [Racial Justice Initiative](#) to "co-create an anti-racist and liberatory culture at AS220".

## Duties and Responsibilities:

### Grant Writing and Reporting

- Work with Grants Manager to develop, write and submit grant proposals and accompanying documents, effectively communicating the organization's mission and programs while meeting deadlines.
- Liaise with Program Directors to gather information required to submit both grants and reports.
- Work with Grants Manager to undertake research and analysis of foundation and grant opportunities.

### Individual Donor Cultivation and Database Management

- Assist the Director of Development in maintaining a system of relationship management, solicitation strategies, cultivation activities and asks for individual donors.
- Promptly and accurately enter donations into the donor database, and work to ensure AS220's donor database is managed to be current, accurate, comprehensive and useful.
- Promptly and accurately generate donor acknowledgment letters.
- Manage AS220's "\$5 Fan" monthly giving program. Encourage lapsed donors to renew their gifts, cultivate donor loyalty, and pursue opportunities to attract new monthly donors.

### Other Duties:

- Collaborate with the Development Team, Co-Executive Directors, staff, Board and peers to research and co-create anti-racist, [community-centric fundraising](#) practices at AS220. Take an active role in AS220's Racial Justice Initiative.
- Help coordinate major events, focussing on seeking sponsorship, in-kind and monetary donations, and donor/funder/sponsor attendance for AS220's annual major events, donor stewardship events, and others as required.
- Assist with special fundraising projects, such as major capital campaigns, and other fundraising activities as needed.

## Development Best Practice:

- Stay abreast of the field of development, and participate in relevant professional development opportunities.
- Help to create and maintain a culture of stewardship, accountability and trust among donors and funders.
- Assist Development staff to create and maintain a “culture of philanthropy” within AS220: an understanding of the importance of development in supporting staff’s work and a willingness to actively participate in fundraising efforts.

## Required skills & experience:

- A commitment to AS220’s [mission, vision and values](#).
- A commitment to anti-racist learning and practices.
- Demonstrated experience in fundraising, including grant writing; donor acquisition, cultivation and stewardship; and comfort asking for money.
- Excellent written and verbal communication skills, with the ability to build open, genuine and reciprocal relationships throughout AS220’s communities of staff, Board, supporters, members, peers, collaborators, and program participants.
- Self-motivated, highly organized and able to meet deadlines.
- A high level of comfort with database management, Microsoft Office Suite, and Google Workspace -- particularly comfort with spreadsheets, data imports and exports, and mail merges.
- Attention to detail is a must.
- Ability to handle donor and personal information with sensitivity and confidentiality.
- Spanish language skills, both written and spoken, a plus.

## To Apply:

Please submit a cover letter (no longer than 2 pages) and resume to [jobs@as220.org](mailto:jobs@as220.org) with “Development Associate Position” as the subject. After the first round of interviews, preferred candidates will be given a writing task to complete within an allotted period of time.

## **PAY & BENEFITS**

This is a full-time position. The salary is approximately \$40,000, and includes full health insurance coverage. AS220 has an equal pay policy: all staff in our non-profit operations are paid the same rate, which is equivalent to \$19 per hour.

Benefits for full-time staff include:

- Health insurance (AS220 pays the full cost of a single, a single plus one dependent, or a family contract; voluntary group rates offered on dental and vision)
- Life and long-term disability insurance
- A generous paid time off policy
- Benefits associated with AS220’s programs (ie. free AS220 Industries membership, free shows at the Live Stage, etc)

Prospective candidates should visit [as220.org](http://as220.org) to familiarize themselves with AS220’s work before applying.