

AS220 DEVELOPMENT ASSOCIATE

Job Description

Part Time: 20-30 hours/week (with potential to grow to Full Time)

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 in our spaces 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 Development Team to plan and implement fundraising initiatives according to the AS220 community's needs and priorities. Core duties will include donor database management, individual donor cultivation, assistance with sponsorship solicitation and fundraising for special events, being an ambassador for AS220 at community events, 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:

Individual Donor Cultivation and Database Management

- Assist the Development Team 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

Event Support

- Support spike event planning and success, focusing 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
- Help coordinate Development's presences at programmatic spike events, including organizing promotional materials and merchandise
- Attend AS220 spike events and community events, as coordinated with the Development Team, and confidently tell AS220's story

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
- Support Grants Manager with grant proposals and reports through writing, research or review
- 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

The ideal candidate will have:

- Appreciation of AS220’s [mission, vision and values](#)
- A commitment to anti-racist learning and ways of being
- Experience in fundraising, including donor acquisition, cultivation and stewardship; event planning; and comfort asking for money
- Excellent written and verbal communication skills, with the ability to build genuine and reciprocal relationships with AS220 staff, Board members, supporters, collaborators, and program participants
- Self-motivated to meet deadlines and maintain accurate, organized records
- 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
- Ability to handle donor and personal information with sensitivity and confidentiality
- Spanish language skills, both written and spoken, a plus

Compensation

This part-time role is expected to require 20-30 hours per week, with the hope that it will grow into a full-time role within the year. AS220 has an equal pay policy: all staff in our non-profit operations are paid the same rate, which is currently \$21 per hour.

Benefits include:

- Online [Healthiest You](#) membership (teladoc platform)
- A generous paid time off policy
- Supportive, racially just workplace culture
- Benefits associated with access to AS220’s programs

To Apply:

Please send us a resume and a brief cover letter that describes why you feel you are a good fit for this role. Email your resume and cover letter to jobs@as220.org with “Development Associate” as the subject, or drop off hard copies at our office (95 Mathewson St, Suite 204, Providence) Monday-Friday between 10am and 6pm.

Applicants should visit as220.org and racialjustice.as220.org to familiarize themselves with AS220’s work before applying.