

FULL-TIME DEVELOPMENT ASSOCIATE

THE ART EFFECT

The Art Effect empowers youth to develop their artistic voice to shape their futures and bring about positive social change. Based in Poughkeepsie, we help young people in the Hudson Valley explore, experience, and excel in the arts, introducing them to visual arts and media, giving them the opportunity to develop real skills in these fields, and guiding them towards achieving their academic and career goals.

The Art Effect is in a period of growth, having just completed a new strategic plan and theory of change and is looking for a full-time Development Associate.

POSITION SUMMARY

The Development Associate is a member of the Development Team, working alongside the Director of External Affairs and in collaboration with the Programs Team, Communications Team, and the Executive Director. The Development Associate is responsible for researching, preparing, submitting, and managing grant proposals/reports, as well as supporting the Director of External Relations fundraising and development tasks.

KEY RESPONSIBILITIES

- Lead the preparation and timely submission of grant applications, application amendments, budget/proposal modifications including: (45%)
 - Drafting compelling proposals/LOIs, grant application narratives, and preparing related attachments including budgets, letters of support, resumes, and required forms;
 - Working collaboratively with Director of External Affairs, program staff, finance, communications, and Executive Director on grant development and program proposals;
 - Submitting grant applications via online portals or prepping for physical submission;
 - Maintaining a master calendar of grants and report deadlines with all associated files and correspondence;
 - Facilitating execution of grant contracts/agreements;
 - Research new foundation and public funding opportunities;

- Maintain grant compliance and reporting in collaboration with programs team and communications to ensure high standards of effectiveness, timeliness, and accuracy including: (30%)
 - Timely submission of grant reports including budget updates (working with accountant), impact reports, and payment reimbursement requests;
 - Assembling all necessary supporting materials including outcome measurements, success stories, etc.;

- Monitor, input, review, and certify grant management portals including eGMS, Grants Gateway, SAM, grants.gov, and more;
- Collaborate with Communications team to ensure appropriate funder acknowledgement on publicity materials
- General Development Support (25%)
 - Researching and soliciting new corporate funders and sponsors
 - Supporting annual development events
 - Drafting Acknowledgements
 - Assisting with bi-annual donor appeals
 - Transitioning all development activity to CIVI database on an ongoing basis—including donor acknowledgments, contacts, and activities.

This is a full-time salaried position offering medical and dental benefits, 401K, paid time off, and others.

Please email cover letter, resumé, and 3 references to employment@thearteffect.org. Applications will be accepted on a rolling basis. No phone inquiries will be accepted.

Learn more about us at thearteffect.org