



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 by 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 and Communications Assistant.

### **Development Associate (Full-time)**

#### **POSITION SUMMARY**

The Art Effect's **Development Associate** will contribute to a cutting-edge creative organization whose projects and campaigns make a positive impact in our community. This position is responsible for supporting The Art Effect's fundraising objectives from individual donors, foundations, and corporate sponsorships. The Development Associate will work closely with The Art Effect's Director of Institutional Advancement, Director of Programs, Executive Director, and others to manage communications with funders and donors.

The position requires an exceptionally organized individual capable of juggling multiple high-priority projects. Strong writing/editing skills and attention to detail are essential. As a member of The Art Effect team, the Development Associate will work across several departments to collect, record, and report data on the impact of our programs. High levels of discretion and diplomacy are required to handle sensitive donor and financial information.

#### **RESPONSIBILITIES/DUTIES**

- **Grant Support:** Draft and edit grant proposal and grant report language, manage tracking spreadsheets and database systems, maintain grant files and paperwork, and adhere to grant management deadlines.
- **Development Support:** Assist with fundraising events, fundraising appeals, and sponsorship solicitations; prepare agendas and minutes for fundraising committees; help plan and draft regular communication to donors and funders, and track funder/sponsor acknowledgements across all areas of communication in print, web, and social media.
- **Data Management:** Maintain and update donor and foundation records in CRM, including donor contacts, acknowledgements, and activities; manage cultivation, event, and mailing lists.
- **Research:** Assist with research on individual donors and grant opportunities, as well as statistics related to framing the impact of The Art Effect's work;

- **General Administrative Support:** Assist with general administrative needs such as proofreading correspondence, and event staffing as necessary.

**EXPERIENCE AND SKILL REQUIREMENTS:**

- Bachelor's degree in art, communications, journalism, English, or similar;
- Two to four years of nonprofit fundraising and/or communications experience; background in the arts, community organizing, or workforce development programs a plus;
- Excellent communication and interpersonal skills;
- Advanced proficiency in MS Office, Google software required; experience with CRMs and Adobe Suite a plus;
- Must be able to manage tasks independently and also carry out projects as a productive member of multiple staff teams;
- Must show a high level of discretion in dealing with sensitive donor information;
- Demonstrated ability to work calmly and maintain good judgment in a fast-paced environment.

**SALARY: \$50,000-\$55,000** This is a full-time position offering health insurance benefits, 401K, paid vacation, and other employee benefits

Please submit a cover letter explaining your interest in the position, a resume, and two writing samples of at least one page or longer to [info@thearteffect.org](mailto:info@thearteffect.org).