



JOB DESCRIPTION: Development Associate

Rev. 06/2025

Job Title: Development Associate

Reports to: Director of Development

Department: Development

FLSA Classification: Full-Time, Non-Exempt

Wage/Compensation Range: \$19-\$22/hour - health insurance, paid time off, and paid holidays provided

General Statement of Job Function

The Development Associate supports the efforts of the Development Department in a variety of aspects including key development and membership activities in the organization's database work. They play a supporting role in the annual fund and membership strategy for donor acquisition and stewardship; and lead the cultivation of annual donors who are Goodspeed Friends. They are the primary person who enters and maintains all donations and memberships in the fundraising database. In addition, this position supports the maintenance and strength of the fundraising database. The Development Associate exercises independent discretion and judgment regarding database management and unearned revenue gift entry and handling of cash, credit cards, and checks.

Areas of Responsibility:

- Process and enter all donations and memberships in the donor database; and reconcile on a timely basis with the accounting department.
- Manage all aspects of all pledge and donation invoicing
- Prepare and manage all donation and membership acknowledgement letters.
- Respond to and resolve, in a timely manner, Member and Donor inquiries as they pertain to the entry of donations and memberships.
- Work with the Database Administrator to maintain the institution's donor database, including fund set-up, managing campaigns, and assigning solicitor codes, gift and pledge entry.
- Develop and maintain procedures for donor and prospect record keeping and donor acknowledgement
- Work with the Database Administrator to create and customizes reports as needed for donations and memberships and/or record constituencies. Including updating criteria and parameters for existing canned reports.
- Work with the Database Administrator as needed to manage, track, coordinate, and evaluate all donation campaigns and membership renewal activities.
- Work with the Database Administrator to update constituent records to ensure clean data for input, and to verify accuracy of report output.
- Work with the Database Administrator to manage the annual membership matching gift program.
- Maintain and submit the departments invoice and credit card expenses to finance; and reconcile on a timely basis with the accounting department.

- Works with the Membership & Annual Fund Manager, to support the Annual Fund and Membership Campaigns throughout the year.
- Develop and lead the organization annual Friends renewal and acquisition campaign in regard to the organization's annual Festival of New Musicals.
- In collaboration with the Development team, lead the stewardship the organization's Friends Donors throughout the season. Including Friends Nights for all new musicals throughout the season.
- Attend the annual Festival of New Musicals to steward all Friends.
- Attend and assist with the Annual Gala & Auction
- Attend and assist, as needed, with all of Goodspeed's donor and member cultivation and fundraising events.
- Attend and take notes for the Board of Trustee's Nominating Committee and Development Committee meetings.
- Work with Director of Development on notes and correspondence with Board of Trustee's Nominating Committee and Development Committee as needed
- Provide general assistance to support the Director of Development.
- Perform other duties as assigned.

Desired Qualifications:

- Strong Computer Skills, especially in Microsoft Office; and CRM and Auction Databases (prior use/knowledge of Patron Manager is a plus)
- Strong book-keeping skills (accuracy and attention to detail)
- Strong verbal and written communication skills
- Strong time-management skills and the ability to be flexible with assignments and priorities, some evening and weekend work will be required
- Familiarity with donor and foundation search engines (prior use/knowledge of iWave is a plus); demonstrated ability to work with and motivate volunteers.
- Possess an enthusiastic and positive outlook with a genuine interest in multiple aspects of fundraising
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing diplomacy and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity

How to Apply

- Please send a cover letter and resume to fstilwagner@goodspeed.org with the subject line "Development Associate"