

## **Mid Atlantic Arts – Development Associate**

Mid Atlantic Arts is seeking a full-time Development Associate to initiate and execute a development program that secures significant financial resources from government, foundations, corporations, and individuals to support Mid Atlantic Art's mission.

The ideal candidate will have a proven ability to manage multiple tasks, timelines, and goal-oriented campaigns while interacting with funders, donors, staff, and board. They will be committed to getting results in a fast-paced environment and will be able to handle a heavy workload without dropping the ball.

### **About Mid Atlantic Arts**

Mid Atlantic Arts was established in 1979 to promote and support multi-state arts programming in a region that includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia. It is one of six regional arts organizations in the United States, and works in close partnership with the National Endowment for the Arts and its member state and jurisdictional arts agencies. Mid Atlantic Arts distinguishes itself through its work in international cultural exchange, model programs in performing arts touring, its knowledge and presence in the jazz field, and its support of folk and traditional arts.

### **Job Responsibilities**

The Development Associate, who reports to the Director of External Affairs, has the following job responsibilities:

- Run and distribute reports that track development activity, inform staff of upcoming deadlines, present information relative to program evaluation, and that measure the impact of Mid Atlantic Arts initiatives. Develop new reports as needed.
- Working with program and financial staff, develop and submit proposals to foundation, corporate, and government funders for program, general operating, and special project support.
- Ensure that appropriate information is captured in Mid Atlantic's databases regarding awards and rejections, reports, restrictions, and payment schedules.
- Work closely with accounting and grants management staff to ensure appropriate tracking of awards and reporting on awards.
- Manage all awards that are received including the execution of appropriate correspondence with donors, acknowledgements, and reports.
- Comply with all reporting requirements and work with appropriate staff to ensure that accurate and timely reports are submitted.
- Plan and execute a small annual fund appeal (\$30,000) to individuals, including monitoring results and making adjustments to ensure the Annual Fund goal is met.
- Research donor prospects and maintain prospect files.
- Maintain donor and gift databases.
- Meet with accounting for monthly reconciliation.

- Assist the Executive Director and other staff with contacts and presentations to potential donors and assist in the coordination of meetings, regular communication, or other cultivation activities with donors and prospects.
- Work with the development committee of the board and special event board committees to provide them with the information and support necessary to help them meet their goals.
- Other duties as assigned.

### **Qualifications**

We're seeking candidates who thrive in a fast-paced environment and understand the process of putting together a comprehensive development plan. You should have:

- An understanding of the grant writing process and best practices in fundraising
- Experience with Annual Fund Campaign development
- Experience with a variety of technology tools, including MS Office, Network for Good, and database entry software
- Bachelor's degree or equivalent combination of education and experience
- Three years of development/fundraising experience

### **Important Things to Know**

- This position is full-time and based in Baltimore, MD.
- This position will work from home during the COVID-19 pandemic until the Mid Atlantic Arts office opens again – with the exception of a weekly office visit.
- The salary range for this position is \$45,000 - \$55,000 plus standard company benefits and paid time off.
- Mid Atlantic Arts is an Equal Opportunity Employer and is committed to building an inclusive working environment that supports a diverse community of staff. We strongly encourage Black, Indigenous, people of color, and people with disabilities to apply.

### **How to Apply**

Please send a written cover letter stating the reason for applying and goals for the position along with a resume outlining experience. In addition, applicants may choose to submit an optional video introduction no longer than 5 minutes in which they further discuss their goals, background, and interests. Please send materials to Development Associate c/o [hr@midatlanticarts.org](mailto:hr@midatlanticarts.org).