

## **NOW HIRING : Development Associate**

**Status:** Part-time with potential for growth

**Supervised by:** Development & Membership Manager

**Schedule:** 15 - 25 hours per week (\$17.50/hr, hourly) In-person required

Tuesday – Friday 11:00 am – 6:00 pm

Schedule is flexible but must be within preferred days/times and consistent

Occasional evenings or weekends for various special events

**Ideal start date:** ASAP or February 4, position open until filled

This individual will work closely with Development & Membership Manager in supporting appeals and events, grants, donor relations, administrative efforts, as well as ACG's membership program.

### **Needed:**

- 2 Professional References and 1 Personal Reference
- Cover Letter
  - Include why you feel you'd be an ideal candidate for this role and a welcomed addition to the ACG team
- Resume and/or CV

### **Responsibilities**

Development: Assist with membership program, donor relations, fundraising, and grants. *10-15hrs a week*

- Assist in communication with donors, members, and constituents
- Tasks related to ACG Membership Program: onboarding, renewals, acquisitions, and retention
- Act as ACG ambassador at special events
- Assist with preparations for fundraising events, including Annual November Gala
- Support with organizing and execution of Annual Appeal and seasonal fundraising appeals
- Research, review, and proofread grant materials
- Other development, membership, and fundraising duties as assigned

Administrative: Support with administrative and clerical tasks: *5-10hrs a week*

- Ensure proper donor correspondence and acknowledgement, including thank you letters
- Create and maintain documentation necessary for grant applications, including fiscal year grants calendar
- Assist with preparing reports and reimbursement requests for grants and contracts
- Accurately track donations and maintain precise records for campaigns and events
- Maintain updated organizational materials and mailing lists
- Support staff with administrative, organization, and clerical duties
- Other duties as needed

***If you thoroughly enjoy all these, this job may be for you!***

- Attention to detail

- Time management
- Multitasking
- Proofreading, editing, and writing
- Passion for community building and fostering a creative atmosphere

### **Essential Qualifications**

- Associate's or Bachelor's degree in Business or related field or 3+ years of related experience in an administrative support position
- At least 1 year of related experience in an administrative support position is required, regardless of education level

### **Essential Knowledge, Skills, and Abilities**

- Exceptionally organized
- Excel with multitasking, managing time, and meeting deadlines
- Superb interpersonal and customer service skills to connect with key audiences
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint) and Google Drive Suite (Docs, Sheets, etc)
- Interest in art and passion for artwork
- Excellent proofreading, editing, and writing skills
- Ability to communicate and work well with others of varying skills and knowledge
- Ability to work independently OR collaboratively on assigned responsibilities
- Feeling energized by a fast-paced environment

### **Preferred Knowledge, Skills, and Abilities**

- Experience with business operations, data tracking, and/or CRMs or fundraising software is a plus
- Prior experience with a non-profit arts organization is a plus
- Past experience with membership programs is a plus
- Past experience with fundraising or development at a non-profit is not necessary, but welcome

ACG is committed to creating a diverse, equitable environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged and welcomed to apply however you identify in regard to your race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ability, age, veteran status, etc.

### **About Albany Center Gallery (ACG)**

Albany Center Gallery promotes and exhibits art produced by the region's emerging and established artists and engages, enriches, and inspires the community to appreciate the importance of art. Our vision is a community shaped and enhanced by the visual artists, who reflect and influence the evolving, inclusive, and multifaceted culture of the Greater Mohawk-Hudson Region.