POSITION AVAILABLE: DEVELOPMENT ASSOCIATE

ABOUT THE ACADEMY
Founded in 1825, the National Academy of Design promotes art and architecture in America through exhibition and instruction. As the leading honorary society for visual artists and architects in the United States, we advocate for the arts as a tool for education, celebrate the role of artists and architects in public life, and serve as a catalyst for cultural conversations that propel society forward. Our National Academician (NA) membership is a vibrant, intergenerational community of artists and architects from many backgrounds that honors the full diversity of practitioners in the United States. Across our varied creative practices, we are unified in our shared belief in the power of art and architecture. Through our individual work and collective initiatives, we support our communities, peers, and the next generation of creative thinkers.

ABOUT THE POSITION
The National Academy of Design seeks a passionate, forward-thinking, and art-loving individual to join a team to help (re) establish and grow the development department.

The Development Associate will be a key member of the new development team and will work closely with the Development Consultant, the Executive Director, and the staff to manage a comprehensive fundraising plan to raise $1.5 million to support annual programs as well as special project funding. A key responsibility of this role will be the management of Salesforce including data entry, gift processing, data maintenance, and other aspects of Development data operations. In addition, the Development Associate will assist with the annual appeal, major gift solicitations, and event planning. As a member of the development team, this role will work with key stakeholders across all donor constituencies, and serve as a focal point for our relationships with donor community supporters and partners.

The responsibilities of the Director of Programs will comprise:

1. Play a lead role in the final implementation of Salesforce as well as the ongoing maintenance of the system.
   - Responsible for maintaining records of contributors and prospects in Salesforce to include: Efficiently and accurately enter donor and prospect information on a regular basis; Process all gifts received including both credit card processing and checks; Process mail edits, which includes researching bad addresses and completing changes of address on returned mail.
   - Support all staff with information retrieval for related gifts as well as create and generate regular reports for tracking fundraising efforts as needed.
   - Create and maintain a system for tracking relationships, activities, and touchpoints for major donors and prospects.
Create and maintain a Salesforce manual for NAD that outlines the processes and procedures for entering gifts and maintaining the system.

2. Participate in long- and short-term development planning in partnership with Development Consultant to meet annual and project funding fundraising goals.

3. Work with Development Consultant and staff to coordinate funding proposals and reports for federal, state, city government RFP’s as well as private foundation and corporate funding opportunities.

4. Coordinate meetings for the development team and staff that relate to funding, prospecting, or donor stewarding/cultivating.

5. Prepare briefing materials and help conduct research for the Executive Director, Development Consultant, and committee and board members as this relates to donor outreach and prospecting.

6. Working in partnership with the Development Consultant and the Director of Operations review and update development department policy documents including, but not limited to: Gift acceptance policy, procedures for processing gifts, and Board of Directors Manual.

7. Monitor news, philanthropic publications, and alerts to identify new prospects.

8. Find appropriate online services, magazines, and research tools to support the work of the department.

9. Other duties as assigned

Full-Time, exempt position. Some nights and weekends required.

Qualifications
- Bachelor’s degree
- One or more years of related professional experience in development at a not-for-profit organization
- Demonstrated experience using Salesforce
- Proficiency in Microsoft Office: Office 365, Sharepoint and Teams
- Strong technology skills and general computer literacy
- Excellent verbal and written communication skills
- Aptitude for maintaining and creating systems
- Strong analytical and problems solving skills
- Ability to meet competing deadlines on time, while working independently and exercising thoughtful prioritization
- Excellent organizational skills and attention to detail

LOCATION
Currently remote, but NYC based

BENEFITS
Generous healthcare benefits and PTO.
APPLICATION INSTRUCTIONS
Please submit a CV and 1-page cover letter, combined in one PDF named “Last Name_DEVELOPMENT,” via email to careers@nationalacademy.org. Please include Development Associate in the subject line. No phone calls please.

HIRING STATEMENT
The National Academy of Design is committed to a diverse and inclusive workplace. We strongly encourage women, veterans, people with disabilities, people of color, and gender nonconforming candidates to apply. The National Academy of Design is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.