

DEVELOPMENT ASSOCIATE

Youth America Grand Prix (YAGP), the world's largest global network of dance, seeks a dynamic individual to work in its development office. YAGP has a growing organizational budget with a robust fundraising program.

The Development Associate will work closely with the Managing Director of Development and Development staff on streamlining and supporting all Development operations. The successful candidate will have superior writing and interpersonal communication skills, meticulous attention to detail and an ability to think creatively. The candidate must be motivated to work hard and be willing to grow with the organization. A commitment to YAGP's mission to support and develop world-class dancers is a must.

Roles and Responsibilities:

- With the Managing Director of Development and other Development Department staff, develop and implement successful strategies to increase general operating and project support
- Assist the Managing Director of Development and other YAGP leadership to coordinate the development and execution of all fundraising events, including the annual Gala at Lincoln Center (or End-of-Season Gala at another location in the United States), donor/cultivation events, Gala performances, etc. Arrange meetings with benefit committee, liaise with project consultants/vendors, coordinate all event mailings, solicitations, event follow up, and financial tracking
- Under the supervision of the Managing Director of Development, draft correspondence to individuals and Board members, including direct mail/e-mail and annual fund appeals, renewals, invitations, acknowledgements, online fundraising appeals, and other collateral materials
- Conduct research on donor prospects using online resources, magazines, and other publications, and devise a working prospect list for cultivation
- Collaborate with appropriate YAGP staff members on the Development Department-related management of organizational website and social media outlets
- Maintain eTapestry, YAGP's donor database
- Perform other Development duties as assigned
- Maintain the highest standards of confidentiality and data security in all interactions with donors, ensuring that donor information and records are protected at all times

Qualifications:

- Minimum 2 years of fundraising experience in a non-profit organization (preferably arts-related, with a strong preference for dance)
- Strong knowledge of specialized fundraising tools and software (eTapestry, Constant Contact, other databases, etc.)
- Bachelor's degree required
- Excellent business and organizational communication skills
- Excellent oral and written communication, and interpersonal skills, pleasant demeanor
- Ability to deal with a variety of personalities – across a wide range within and outside of the organization
- Knowledge and love of dance and dance education is preferred
- Creativity and sense of humor a must

Salary Range: Full-Time, \$50,000 - \$55,000

APPLICATION INSTRUCTIONS

Email cover letter and resume with DEVELOPMENT ASSOCIATE in the subject line to jobs@yagp.org . No phone calls, please. Applications will be accepted on an ongoing basis, interviews with finalists will begin after September 30, 2023.

YAGP is an equal opportunity employer. Employment is based on skills, capability, and experience, without discrimination based on age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, citizenship status, or any other characteristic protected by law.