

## Development Associate

***The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Development Associate to support the Director, Development.***

FLSA Status: Full Time, Non- Exempt

### About Us

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center and to each other. Our stages are alive year-round with artists from around the world, innovative programming from our resident companies and local arts partners, free community events that reflect Miami's unique identity and arts education experiences for thousands of Miami children each year.

Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, is recognized as a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs — many enhanced by the Arsht Center's relationship with Miami-Dade County Public Schools, local teaching artists and Miami-based arts organizations.

The Arsht Center is also a home stage for three resident companies — Florida Grand Opera, Miami City Ballet and New World Symphony — and a launch pad for local artists to make their mark on the international stage. Our 300+ events each year include the Center's Signature Series of classical, jazz, Broadway, local theater and much more. We present a robust series of touring Broadway musicals direct from New York, the largest jazz series in South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, our Family Fest, Free Gospel Sundays, CommuniTEA LGBTQ+ celebration and Heritage Fest are among dozens of free events that bring together people from all corners of our community.

For more information, visit [arshtcenter.org](http://arshtcenter.org).

### **Basic Function**

Reporting to the Director, Development, this role is responsible for providing administrative, communication and operations support for the Development team. The Development Associate will assist with the planning and execution of a full range of fundraising activities pertaining to donor communication, stewardship, membership benefit fulfillment, gift processing and other administrative duties of the department. Additionally, in coordination with the Vice President, Development, this role includes arranging appointments, tracking meeting notes and building relationships with major donors.

## **Responsibilities:**

### **Administrative**

- Coordinates and prioritizes day-to-day assigned gift processing activities.
- Generates gift acknowledgment letters and membership renewal packet fulfillment.
- Maintains and updates donor records in a timely manner according to established protocols.
- Helps maintain the departmental budget and process invoices.
- Preparing itemized mileage and other reimbursements for submission to finance.
- Provides support to the Vice President, Development, handling various operational tasks including updating Tessitura Notes and Plans, and special projects as needed.

### **Communication & Marketing & Fundraising**

- In coordination with the Vice President, arranges appointments and meetings with donors/prospects to cultivate and solicit major gifts.
- With the Director, Development, implement and execute omni-channel, data-driven fundraising campaigns to renew and acquire new annual giving donors to reach revenue goals in a timely manner.
- Develops and maintains relationships with top donors, prospects and stakeholders.
- Assists in the preparation and execution in donor follow up, cultivations and stewardship efforts.
- Prepares print and email marketing design requests as needed.

Note: This position requires flexibility in scheduling the workday, as this position requires irregular hours.

### **Ideal Experience**

- A Bachelor's degree from an accredited college/university or equivalent in work experience preferably in marketing, business, accounting, or related field.
- Two years of related experience.
- Ability to manage multiple projects and priorities under strict deadlines.
- Donor relations experience.
- Intermediate knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint) and Tessitura.
- Experience at a performing arts organization, museum, university, or other cultural organization.
- Familiarity with the South Florida arts community.
- Understanding of how to function effectively in a multi-ethnic work environment and community.
- Thrives in a collaborative, team-oriented work environment.
- Bi-Lingual.

### **Personal Characteristics**

The Development Associate should be:

- Action-oriented; a doer.
- Detail-oriented.
- Affable, easy to get to know.
- Determined and persistent.
- Highly energetic.
- Dedicated to accomplishing the organization's goals.

### **Physical Demands**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and/or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

### **Suggestions for candidates and expressions of interest should be addressed to:**

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with Development Associate search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

**The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.**

