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# Example of Associate, Development Job Description

Our company is looking to fill the role of associate, development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate, development

* Maintain and update a database of donors and fundraising activities
* Drafting original language for press releases, meta descriptions and email campaigns
* Initiating and nurturing relationships with an extensive press contact list
* Integrating social media platforms with multi-channel episodic content
* Coordinating advertising campaigns for print and digital media
* Supporting the Executive Director with online interfaces, data-entry, phone calls, filing and artist communication
* Assistance with special event planning and execution (cultivation events, gala benefits)
* Direct the foundation's prospect research and donor management functions using Raiser's Edge, the Web, research services and other tools
* Provide prospect and donor research and analysis for board review
* Prepare thorough, accurate and concisely-written prospect profiles and research reports

## Qualifications for associate, development

* Proficient in Microsoft Office with advanced proficiency in Excel and PowerPoint
* A Bachelor's Degree with an arts administration, communications, or writing focus
* Minimum 2 years grant writing experience
* Strong interest in arts marketing and/or non profit marketing
* An ambitious, self-directed nature
* An affable disposition