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# Example of Development Associate Job Description

Our company is growing rapidly and is looking to fill the role of development associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for development associate

* Participate in developing prospect cultivation strategies
* Play a key role in creating and implementing a tracking system to move prospects along the giving continuum
* Identify new donors
* Manage the annual campaign calendar
* Assist in the preparation, administration and staffing of special event budgets
* Assist in providing quality control
* Assist in the management of donor records
* Review financial reports and gift agreements
* Maintenance of grant proposal calendar
* Maintenance of social network accounts (Facebook, Twitter)

## Qualifications for development associate

* Fast typing speed and accurate data input
* Professional manner for communicating with board, donors and prospective funders, Creative Capital Artists
* Detail-oriented, with an ability to manage multiple tasks
* Interest in contemporary art and the artists that Creative Capital supports
* Ability to multi-task and work under deadline
* Interest or background in the performing arts