

Part-Time Development Associate - New Urban Arts

Position: Development Associate (Part-Time)

Hours: 20 hours per week

Compensation: \$25 per hour

Benefits: NUA provides medical, dental, and retirement benefits to full-and part-time staff. This position will receive one and a half weeks paid vacation after the completion of a probation period and up to a week and a half paid sick time.

Reports to: Development Director

About New Urban Arts: New Urban Arts is a community-based art studio and gallery for high school students and emerging artists. Our mission is to build a vital community that empowers young people as artists and leaders. We foster a culture of inclusivity and creativity, providing a safe and supportive environment for artistic expression and personal growth.

Position Summary:

New Urban Arts is seeking a self-motivated and detail-oriented Development Associate to join our team on a part-time basis. The Development Associate will provide essential administrative support to our development efforts, with a focus on donor management, grant research, data management, and reporting. This role requires someone who is proactive, organized, and able to work independently to meet deadlines.

Key Responsibilities:

Administrative Support:

- Assist with the day-to-day administrative tasks related to development and fundraising activities, including data entry, donor correspondence, and record-keeping.
- Prepare and send timely thank-you letters and acknowledgments to donors.

Donor Database and Data Management:

- Maintain and update donor records in our database, ensuring accuracy and completeness.
- Utilize Salesforce or other donor management software for data management and reporting.
- Generate reports to support fundraising strategies and grant applications.

Gift Processing and Reporting:

- Accurately record and process donations, ensuring timely and accurate data entry.
- Prepare detailed donor and fundraising reports for internal and external stakeholders.

Grant Research and Reporting:

- Identify new grant opportunities and conduct research to support funding proposals.
- Assist with writing and submitting grant applications.
- Monitor and track grant deadlines, deliverables, and reporting requirements.
- Assist in preparing grant reports for funders.

Other Duties as Required:

- Perform additional tasks as needed to support the development activities of New Urban Arts.
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Qualifications:

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Preferred experience with Salesforce, Givebutler, and other donor management software.
- Experience in data management, including reporting and analytics.
- Ability to manage multiple tasks, work independently, and meet deadlines.
- Experience with grant research, grant writing, or nonprofit fundraising is preferred.
- Self-starter with a proactive approach to problem-solving and task management.
- Passion for the mission of New Urban Arts and a commitment to supporting young artists.

Please apply by submitting your cover letter and resume to Yajaira Reyes, Development Director, at yajaira@newurbanarts.org.

New Urban Arts is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.