



DEVELOPMENT ASSOCIATE

Time Commitment: 40 hours/week

Compensation: \$42,000-\$46,000 annually (commensurate with experience) + health insurance, dental insurance, and generous paid time off (please see [Total Rewards Statement](#) for a full outline of the compensation package for this role)

Location: Remote with periodic in-person commitments (approx. 2-3/month, primarily in Chittenden County, VT)

Reports To: Executive Director

Classification: Regular Full-Time Employee

Proposed start date: Mid-March 2024

HOW TO APPLY:

Please visit [this link](#) to apply **by February 18, 2024** (early submissions are encouraged).

Have questions or need application materials in an alternate format? Please contact [Sarah Brown, Executive Director](#).

OVERVIEW

This position is a full-time role and is part of the staff team of [Inclusive Arts Vermont](#), a statewide nonprofit organization dedicated to using the magic of the arts to make Vermont a more accessible and inclusive place for people with disabilities. Our arts education, cultural access, and professional development programs engage thousands annually across the state. The Development Associate will work closely with the Executive Director to coordinate all fundraising activities, including grant writing and reporting, donor cultivation and stewardship, and expansion and diversification of the organization's revenue streams for enhanced stability and growth. This is a great opportunity to gain hands-on experience in all aspects of nonprofit fundraising!

Inclusive Arts Vermont offers a competitive benefits package, including health insurance, dental insurance, and generous paid time off. Learn more by reviewing the [Total Rewards Statement](#) and visiting our [personnel policy](#).

If you are a motivated and experienced nonprofit professional with a passion for making Vermont more inclusive for people with disabilities, we encourage you to apply!

DUTIES & RESPONSIBILITIES

Grant Management (60%):

- In concert with the Executive Director and annual budget, implement both an annual fundraising plan and sustainable fundraising plan
- Write applications and reports for foundations, corporations, and government entities (with input from the Executive Director)
- Maintain the organization's grant database
 - Track all submission deadlines, reporting deadlines, and funded proposals
 - Ensure that all deadlines are monitored and met
- Seek out and secure new grant funding sources
- Work closely with the Fundraising Committee and Executive Director to organize Board fundraising activities, including Fundraising Committee meeting participation once monthly by Zoom
- Manage participant data and collect statistical information and stories from program directors to support grant applications and reporting
- Maintain digital grant files, including all award letters and contracts

Donor Management and Cultivation (25%):

- Enter and track all donations in the organization's donor database (Little Green Light)
- Prepare and issue thank you letters to donors, as well as annual giving statements for tax records
- In concert with the Executive Director, create and distribute two appeal mailings annually
- Support the growth and expansion of the organization's donor networks
- Prepare donor and fundraising reports for the Executive Director and Board of Directors
- Complete appreciation and solicitation calls to individual donors
- Issue periodic donor impact updates that illustrate how gifts are being utilized
- Manage donor mailing lists, ensuring contact information remains accurate and up to date

Events and Public Relations (10%):

- In collaboration with the Executive Director and Director of Communications and Digital Access, plan and organize donor communications, annual report, fundraising-focused social media campaigns and newsletters, and impact updates for sustaining contributors
- In collaboration with the Fundraising Committee, Board, staff, and volunteers, plan and organize an annual fundraising event to successfully raise \$10,000 in FY24 through business sponsorships and team participation at a summer paintathon in Burlington
- In collaboration with the Fundraising Committee, Executive Director, and Communications Director, organize and execute an annual digital silent auction, soliciting at least 25 businesses across Vermont with a goal of raising \$5,000 in FY25
- Represent Inclusive Arts Vermont at periodic events and functions across the state or virtually

General Staff Commitments (5%):

- Attend weekly and monthly staff meetings, anti-oppression meetings and occasional board meetings
- Write monthly development update for Board report
- Attend public facing programs and fundraising events
- Other duties as assigned

At this point, we hope you're feeling excited about the job description you're reading. Even if you don't feel that you meet every single requirement, we still encourage you to apply.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes.

We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here!

CULTURE OF INCLUSION

At Inclusive Arts Vermont, we believe that we all bring different strengths to the team and celebrate them. Additionally, all employees of the organization are expected to participate in and support a culture of inclusion, through the support of other staff members as needs arise.

SUPERVISION EXERCISED

None at this time.

SUPERVISION RECEIVED

General direction and supervision is received from the Executive Director.

QUALIFICATIONS

- Passion for the mission of Inclusive Arts Vermont and an interest in diversity awareness and disability inclusion
- Minimum of 2 years experience in nonprofit fundraising, operations, administration, customer service, or comparable relationship management environment through which similar skills could be acquired
- Conscientious care in speaking and writing about disability respectfully in a way that honors the experience of disabled individuals and an investment in learning more through training and self-development
- Ability to articulate a strong vision and case for support that motivates donors and prospective grantors to support the mission and programs of Inclusive Arts Vermont
- Experience writing strong grant proposals and effectively reporting on existing grants highly desirable
- Proficiency with donor database software, especially Little Green Light, highly desirable
- Excellent written communication skills and ability to craft compelling donor communications
- Strong time management skills and proven ability to prioritize and meet deadlines

- Demonstrated ability to work collaboratively with colleagues, Board members, and volunteers
 - Strong verbal and interpersonal communication skills
 - Excellent problem-solving and strategic thinking skills
 - Comfort with remaining independently motivated in a remote work environment
 - Ability to maintain confidentiality of sensitive data and a high level of discretion
 - Ability to pass agency's background checks
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Employment is contingent upon:

- Verification of the individual's identity by examining the individual's government-issued photo identification card, such as a driver's license
- Completion of a Vermont Criminal Information Center record check
- Review of the National Sex Offender Public Registry
- An FBI fingerprint check

Any individual who does not consent to the above screenings, or who makes a false statement in connection with the above screenings, will not be eligible for employment or placement in Inclusive Arts Vermont programs.

Appropriate staff will review the findings of the background check information, as they become available. Confirmation of an offer of employment will be contingent upon the completion of the above background checks, and a finding that the information in these records was accurate, complete and non-disqualifying. Inclusive Arts Vermont will follow all Vermont Criminal Information Center policies related to the employers' maintenance of criminal record check information.

Unfavorable background check information is not an automatic bar to employment or placement at Inclusive Arts Vermont. Unfavorable information obtained from these background checks is reviewed by the appropriate staff, with consideration given to:

- the date and nature of the conviction
- age of the applicant when the offense was committed
- whether there is any evidence of a criminal pattern
- the nature of the employee's or volunteer's work role(s) at Inclusive Arts Vermont

An employee, volunteer or candidate may dispute the factual accuracy of the result of a background check with the appropriate agency. Upon request, Inclusive Arts Vermont will provide the individual with appropriate contact information to dispute a finding. In this case, a final enrollment decision will be based on the official resolution of the dispute.

Any Inclusive Arts Vermont offer of employment or volunteer placement will be considered conditional pending hiring and supervisory staff's review of the applicant's background check information, as

obtained from the Vermont Criminal Information Center, the National Sex Offender Public Registry, and an FBI fingerprint check. Inclusive Arts Vermont reserves the right to terminate an employee or volunteer immediately if information discovered through a background check after the applicant commences their employment or volunteer placement reveals a previously unknown criminal record, the content of which is determined by Inclusive Arts Vermont hiring and supervisory staff to disqualify them to work for Inclusive Arts Vermont in that capacity.

In accordance with state law, Inclusive Arts Vermont cannot disclose the information in the background check to anyone other than the applicant.