



## Job Description

### Development Associate

**Description:** As part of the development team, the Development Associate works in conjunction with the Development Director on the Wortham Center for the Performing Arts fundraising activities for members, major donors, foundations and corporations.

The Wortham Center for the Performing Arts is an expansion of the Diana Wortham Theatre, an active, 500 seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Diana Wortham Theatre presents a series of critically acclaimed touring artists in dance, theatre and music, an education series for students, teachers and families, and is the home venue for more than 40 local organizations which rent the theatre each season.

Following the recent completion of a \$3.2 million dollar Capital Campaign, the **Diana Wortham Theatre** added the **Tina McGuire Theatre** (100 seats, opening in September 2019) and **The Henry LaBrun Studio** (mixed use, opening in September 2019), transforming into the **Wortham Center for the Performing Arts**, increasing programming, access, and venue availability for residents and visitors to Western North Carolina.

**The Development Associate will support the Wortham Center for the Performing Arts by conducting the following job duties:**

#### **Fundraising:**

- Engage as part of the team responsible for generating contributed revenue.
- Communicate member benefits to new and renewed members.
- Participate in the creation and implementation of direct mail and electronic campaigns.
- Coordinates membership events.
- Assist with grant applications, reports and research.

#### **Administrative:**

- Maintain donor/membership database.
- Seek efficiencies in data management.
- Support invoice payment, budget tracking, and assist with special projects as necessary.

#### **Qualifications:**

- Superior writing, interpersonal and customer service skills.
- Minimum of 1-year experience working in a nonprofit development or membership department.
- Personal passion for and belief in the transformative power of the arts
- Familiarity with or ability to quickly learn new computer programs including online database management.
- Strong skills in Microsoft Office.
- Must be detail oriented with outstanding organizational skills.

**Special Considerations:**

- Will often be required to walk, stand, sit and lift up to 25 pounds
- This position requires a valid NC Driver's License and clean driving record
- This position may require night and weekend work based on projects and performance schedules.
- Periods of high volume/workload may occur.

This is a part-time (25 hours per week) position. The position will remain open until filled.

**Application**

Submit a cover letter and current resume, as one document to Jennifer Zemp, Development Director, at [jennifer@worthamarts.org](mailto:jennifer@worthamarts.org). No calls or drop ins. Please indicate in the subject line: Development Associate.

The successful candidate for this position will be subject to a comprehensive pre-employment background check including but not limited to: COVID vaccination, social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance and credit history based upon the requirements of the position

Wortham Center for the Performing Arts is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks.

Wortham Center for the Performing Arts is committed to recruiting, supporting and fostering an equitable, diverse and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.