



The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County adjacent to Bethesda and the Town of Glen Echo. The Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Glen Echo Park Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Glen Echo Park Partnership for Arts and Culture seeks a full-time Development Associate who is system savvy and detail-oriented. The position supports the Director of Development to maintain and grow the Partnership's base of supporters. It assists with donor and Park events and provides administrative assistance to the Board's Fundraising Committee members as well as the CEO for Board meetings.

Job Title	Job Posting Date	Closing Date
Development Associate	Feb 20, 2025	Mar 17, 2025
Department	Reports to (Position)	
Development	Director of Development	

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Regular ▾	Full-time ▾ 40 hrs/wk	Exempt ▾	Salaried ▾	\$55,000 - \$65,000

Work Schedule and Hours

Regular work hours are 9:30 am to 6:00 pm from Monday to Friday. Some additional evening and weekend hours are required for events and activities as well as meetings with volunteers. This position is remote work eligible 1 day per week after 3 months.

Benefits

- Paid time off: 10 days vacation in the first year, 7 holidays, 4 floating holidays, sick and safe leave
- 401K available after 12 months (up to 5% of salary matched, no vesting)
- Partial employer funded health plan offered (after 3 months)
- Long term disability insurance (option to participate)

Duties & Responsibilities:

Donor Management:

- Responsible for the management of all donor records and the CRM system for fundraising
- Manage donation processing, donor acknowledgements, and donor CRM maintenance, including maintaining accuracy of donor information
- Consolidate donation information from multiple databases to produce donor reports and mailing lists
- Reconcile donations with accounting staff on a quarterly basis
- Research and track information about our major donors
- Establish and manage information-tracking processes regarding acknowledgement, recognition, ongoing communications and continued cultivation of past and current donors

Member and Donor Cultivation:

- Manage and implement small to mid-size donors/members program, including promotion, solicitation, acknowledgement and renewal
- Network, solicit and follow up with current and prospective donors/members
- Write copy for fundraising appeals, campaigns and emails in coordination with the Director of Development
- Drafts grant proposals for smaller foundations/family foundations

Events:

- Working with volunteer/board committee, act as the key point person for planning and implementing the annual spring gala, including securing silent auction items, tracking ticket sales, managing event logistics and assisting with soliciting sponsors
- Organize donor cultivation and stewardship events for members and donors
- Solicit in-kind donations for donor and fundraising events
- Design and produce invitations for events and signage for fundraising campaigns
- Provide staff support at annual Park events, as requested

Grants:

- Draft and submit non-complex grant proposals

Board and Committees:

- Compile and distribute notes for board fundraising committee meetings
- Support logistics and attend evening in person board of directors meetings (4-5 per year)
- Perform other duties as assigned to support CEO and the Board Fundraising Committee

Performs other related duties as assigned

Required Skills & Abilities

- Ability to work independently
- Excellent organizational skills and attention to details
- Proven experience working with a donor database or CRM software
- Proficient with Microsoft Office programs; design software such as InDesign or Canva
- Strong interpersonal and communication skills (written and verbal)
- Speak and understand English fluently to engage members and donors

Education and experience

- Bachelor's degree or equivalent.
- At least 2 years experience in development, membership and/or event management

Physical and Other Requirements:

- Must be able to sit at a desk and work on a computer for prolonged periods of time.
- Must be able to lift and move objects in excess of 40 lbs.
- Must be able to walk or stand on your feet for long periods of time while working in a multi-facility environment with extensive park grounds and a variety of facilities both historic and renovated to assist with events. Many of the buildings have stairs.
- Must have reliable transportation to and from Glen Echo Park including during hours when public transportation is not operating.

To Apply

Using the subject Development Associate, email a cover letter and resume to jobs@glenechopark.org.

Applicants may be asked to demonstrate their skills or ability to perform the tasks required for this position during the interview process. Employment is contingent on a criminal background check.

Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email jobs@glenechopark.org. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.