



**Job Announcement: Full-Time Development Associate**

**Position Title:** Development Associate

**Work Schedule:** 40 hours/week

**Work Location:** Orlando, FL (Hybrid work schedule allows for 1 remote day a week after the first 90 days.)

**Immediate Supervisor:** Sr. Director of Development

**Position Status:** Full-Time non-exempt

**Salary Range:** \$45,000–\$48,000

**Benefits:** Medical, dental, life, long- and short-term disability, employee 401K, PTO and paid holiday time. The staff works in a hybrid work environment.

**Position Overview:**

United Arts of Central Florida (UA) is seeking a detail-oriented and proactive Development Associate to support the fundraising and administrative efforts of the development team. Reporting to the Sr. Director of Development, this entry- to mid-level role is ideal for someone eager to contribute to a mission-driven organization while gaining comprehensive experience in nonprofit development. The Development Associate will assist with donor relations, project management, event coordination, research, and data management, ensuring the department runs efficiently and effectively.

**Responsibilities:**

- Support project management tasks by helping track internal deadlines for proposals, reports, and stewardship actions.
- Assist in tracking grant and corporate sponsorship deliverables to ensure timely follow-up and reporting.
- Prepare donor packets and stewardship materials for meetings and mailings.
- Assist with coordinating logistics for donor site visits, cultivation meetings, and donor events.
- Conduct basic research on donors and prospects.
- Provide logistical and administrative support for donor events, including invitations, registration, and onsite coordination.
- Maintain organized digital and physical development files to ensure accessibility and consistency.
- Help update key development documents, including impact reports, campaign materials, and prospect tracking sheets.
- Assist in developing sponsorship packets to support UA's diverse programming needs.

**Qualifications:**

- 1–3 years of administrative or nonprofit experience, ideally in a development or fundraising setting.
- Excellent organizational and time-management skills with keen attention to detail.
- Ability to multi-task and thrive under time-sensitive deadlines.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite; experience with donor databases (preferably Raiser's Edge) and Canva and Monday a plus.
- Ability to handle sensitive and confidential information with discretion.
- A positive, solutions-oriented attitude and the ability to work both independently and collaboratively.
- Commitment to the mission and values of United Arts of Central Florida.
- Able to travel throughout the four-county region and attend events on nights and weekends, as needed.
- Must be able to lift 30 lbs.

**To Apply:**

Please send your resume and a cover letter describing your experience as it relates to the requirements of this position and why you are interested. Please email your information to [hr@UnitedArtsCFL.org](mailto:hr@UnitedArtsCFL.org) with **Development Associate** in the subject line.

The job posting will remain active until filled.

United Arts is an equal-opportunity employer committed to maintaining a drug-free, smoke-free working environment.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.