

## Job Announcement



**Position Title:** Development Associate

**Department:** Development

**Reports to:** Senior Director of Development

**Status:** Full-Time, Exempt

**Schedule:** 40 hours/week (Hybrid, 1 remote day)

**Salary Range:** \$45,000-\$48,000 plus health benefits, PTO and 401K match after year 1

### Position Overview

United Arts of Central Florida (UA) is seeking a detail-oriented and proactive Development Associate to support the fundraising and administrative efforts to achieve the fundraising and donor engagement goals of the organization. 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 stewardship and solicitation, project management, event coordination, research, and data management, ensuring the department runs efficiently and effectively.

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### Primary Duties:

All responsibilities associated with this role are expected to contribute to advancing organizational priorities and measurable progress toward United Arts' mission, vision, and strategic goals.

- **Development Administration and Project Support**

Provide general administrative support to the Development Department. Track internal deadlines for proposals, reports, stewardship actions, grant deliverables, and corporate sponsorship commitments to support timely follow-up and reporting.

- **Donor, Grant, and Sponsorship Support**

Research donors, prospects, and grant funding opportunities; assist with drafting grant proposals; prepare donor packets and stewardship materials; and help develop sponsorship packets that support United Arts' programming needs.

- **Events, Meetings, and Community Engagement**

Coordinate logistics for donor site visits, cultivation meetings, donor events, and United Arts community tabling events. Provide administrative and onsite support, including invitations, registration, staffing, materials, and follow-up.

- **Communications, Mailings, and Training Support**

Assist with development mailings, training materials, and related communications to support donor engagement and department operations.

- **Development Data and Materials**

Maintain organized digital and physical development files and assist with updating key development documents, including impact reports, campaign materials, and prospect tracking sheets, to ensure information is accurate, accessible, and consistent. Assists with entering and maintaining donor, gift, prospect, and engagement data in Raiser's Edge, helping improve the completeness, accuracy, and usefulness of donor records. Support efforts to maximize the organization's use of the database and adapt to future systems or technology as needed.

## Core Competencies

- **Fundraising, Donor Stewardship, and External Relations**  
Supports donor engagement with professionalism, responsiveness, and attention to the donor experience. Communicates clearly with donors, partners, board members, volunteers, and community stakeholders.
- **Data Accuracy and Development Systems**  
Accurately enters, maintains, and tracks donor, grant, sponsorship, and prospect information. Demonstrates proficiency with Microsoft Office Suite; experience with donor databases, preferably Raiser's Edge, and tools such as Canva and Monday is a plus.
- **Project Coordination and Follow-Through**  
Manages details across multiple deadlines, deliverables, events, and follow-up tasks. Demonstrates strong organizational and time-management skills, careful attention to detail, and the ability to prioritize in a deadline-driven environment.
- **Communication and Collaboration**  
Communicates effectively in writing and verbally. Works well independently and collaboratively, maintains a positive and solutions-oriented approach, and contributes to a productive team environment.
- **Initiative, Problem Solving, and Continuous Improvement**  
Proactively identifies opportunities to improve processes, address challenges, and strengthen team effectiveness. Takes ownership of improvements and contributes practical solutions that support organizational performance.
- **Confidentiality and Professional Judgment**  
Handles sensitive and confidential information with discretion, sound judgment, and professionalism.

## Education, Experience, Travel & Other

- Bachelor's degree or equivalent experience
- 1-3 years of relevant experience in nonprofit administration, stewardship, fundraising, and event planning.
- Ability to travel throughout the Central Florida region and attend evening/weekend events as needed
- Ability to lift and transport program materials up to 20 lbs., with or without reasonable accommodation

## To Apply

Please email your resume and a cover letter describing your experience and interest in this role to [Development@UnitedArtsCFL.org](mailto:Development@UnitedArtsCFL.org) with your **Last Name & Development Associate in the subject line**. The position will remain open until filled.

## About United Arts of Central Florida

United Arts' mission is to inspire and enrich communities by strengthening arts, science, history, and culture through strategic collaborations and investments. Through collaboration with individuals, businesses, local governments, foundations, artists and more than 125 arts and culture organizations, United Arts enhances the quality and variety of cultural experiences available throughout Central Florida.

United Arts of Central Florida is an equal opportunity employer and considers applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law. Reasonable accommodations may be made to enable individuals with disabilities to participate in the application process and perform essential job functions. United Arts is committed to maintaining a drug-free and smoke-free workplace.