



MAYO PERFORMING ARTS CENTER

DEVELOPMENT ASSOCIATE

Position Status:

This is a full-time salaried position. Regular hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Attendance at selected evening events and meetings is required, including but not limited to the Starlight Ball, the Spring Fundraiser, the Evening of Gratitude, Opening Night and other cultivation and fundraising events.

Reporting:

Vice President and Chief Philanthropy Officer with supervision from the Development Director.

Position Summary:

The Development Associate provides operational and fundraising support to the Vice President and Chief Philanthropy Officer and Development Director, with a primary focus on capital campaign administration. In addition, assist in general grant development, prospect research, and donor stewardship, as well as supporting membership operations and special events when needed.

Primary Responsibilities:

Capital Campaign & Administrative Support

- Provide administrative and operational support to the Vice President and Chief Philanthropy Officer for Build Our Future: The Campaign for MPAC and other fundraising needs.
- Maintain the Capital Campaign Master Tracking spreadsheet, including pledge commitments, payments, balances, and campaign activity.
- Maintain accurate campaign records in Tessitura and other tracking systems.
- Track and prepare foundation, campaign, and donor reports.
- Prepare and distribute capital campaign pledge reminders and donor acknowledgement letters.
- Write grant applications and proposals to foundations, corporations, government funding sources and individuals as requested. Write and submit related reports.
- Prepare requested information as needed for NJEDA tax credit reporting.
- Coordinate all Capital Campaign Cabinet and Cabinet Leadership meetings, including scheduling meetings, sending calendar invitations and reminders, managing meeting logistics and records, and preparing and distributing meeting minutes.
- Support Capital Campaign event preparation, donor communications, and follow-up activities.
- Draft Capital Campaign Cabinet meeting agendas in collaboration with the Vice President and Chief Philanthropy Officer.
- Prepare PowerPoint presentations and supporting materials for the Vice President and Chief Philanthropy Officer for gift solicitation meetings.

- Generate capital campaign reports and updates for internal leadership, campaign volunteers, and committees.
- Make phone calls to donor prospects to arrange Capital Campaign or major gift solicitation meetings and other necessary communications.
- Reconcile capital campaign pledges on a monthly basis with the VP and CPO and Chief Financial Officer, including payments between campaign tracking records and Tessitura to ensure accurate reporting.
- Write quarterly communications/newsletter to Capital Campaign donors/prospects.

General Operating Grant Support

- Assist the Development Director with the preparation, writing, and submission of grant applications and supporting materials.
- Research new grant opportunities from foundations, corporations, and government agencies, using tools including Candid and others.
- Assist with grant acknowledgements, reporting and stewardship requirements.
- Maintain accurate grant records in the Development Department's digital filing system, as well as tracking supporting documentation.

Development Operations & Prospect Research

- Utilize Tessitura, iWave, OneCause and other fundraising technology platforms to support development operations and donor strategy.
- Assist with donor research, prospect identification, and cultivation strategies.
- Prepare prospect portfolios, profiles, and briefing materials for review by the Development Director and Vice President and Chief Philanthropy Officer.
- Maintain constituent records and recognition listings to ensure accurate stewardship and acknowledgement of donations.
- Assist with planned giving projects.

Membership & Special Events

- Support membership operations as needed, including processing payments, generating reports, maintaining constituent records, and implementing membership initiatives.
- Assist with donor and membership data management within Tessitura (list management and analytics).
- Provide support for all special events, including, but not limited to the Starlight Ball, Spring Fundraiser, the Encore Society event and others.
- Provide additional departmental support for fundraising initiatives and special projects as assigned.

Other duties as needed.

Qualifications & requirements:

- Bachelor's degree and 5+ years of experience in nonprofit fundraising, development, grant administration, donor relations, or a related field.
- Experience supporting capital campaigns, major gifts, grant writing, prospect research, or donor stewardship preferred.
- Proficiency with Microsoft Office Suite, including Excel, Word, PowerPoint, and Outlook.

- Experience with constituent relationship management (CRM) databases; Tessitura experience preferred.
- Experience with prospect research tools, including iWave or similar wealth screening platforms preferred.
- Strong writing and editing skills with experience preparing grant applications, reports, donor correspondence, and other fundraising materials.
- Excellent organizational and project management skills with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Strong analytical skills with experience generating reports and interpreting fundraising data.
- Ability to maintain confidentiality and exercise discretion when handling sensitive donor and organizational information.
- Availability to work occasional evenings and weekends in support of fundraising events and organizational activities.

Attributes:

- Detail-oriented with exceptional organizational and time management skills.
- Strong written and verbal communicator with the ability to build positive relationships with donors, volunteers, colleagues, and community partners.
- Self-motivated, proactive, and able to work independently while contributing effectively as part of a collaborative team.
- Demonstrates sound judgment, professionalism, and discretion in handling confidential information.
- Strong critical thinking and problem-solving skills with the ability to anticipate needs and identify opportunities for improvement.
- Adaptable and resourceful, with the ability to manage multiple projects in a fast-paced environment.
- Enthusiasm for advancing the mission of a nonprofit arts organization.

Diversity, Equity, and Inclusion:

The Mayo Performing Arts Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Salary Range: \$50,000-\$55,000

Application Deadline: August 20, 2026

Early applications are strongly encouraged. Interviews may begin before the application deadline, and the posting may close once an exceptional candidate is identified.