



## Development Associate

Childsplay seeks a proactive, creative individual to join our Development Team. This full-time position will support the fundraising efforts of Childsplay through management of ongoing institutional giving and support of individual giving programs. Additional responsibilities will include working with Childsplay's ensemble to deepen donor relationships, expand donor opportunities, and generate support for the company's work onstage and in the classroom. In this role, the development associate will become part of an ensemble organization that celebrates learning, creativity, and education, be encouraged to innovate, and grow as a professional with multiple opportunities for creative engagement and become an integral part of Arizona's arts and education community.

### Development Associate Responsibilities

- Ongoing grant writing and reporting for corporate, foundation, and government grants.
- Manage deliverables for corporate, foundation, and individual donors as needed.
- Maintain an ongoing calendar of application and reporting deadlines related to institutional giving.
- Work closely with Development Director in implementing major donor programs.
- Develop, execute, and refine individual giving programs for mid-level donors (including a recurring giving program, Arizona Gives Day, Giving Tuesday, and other programs).
- Maintain a firm knowledge of Childsplay's existing donor base and work with development team to cultivate and steward relationships with supporters.
- Help to coordinate donor stewardship activities.
- Help to identify and develop community relationships.
- Attend community events that help promote Childsplay and raise awareness about the company's programs.
- Serve as a member of the overall development team by collaborating with colleagues on overall donor strategies.

### Qualifications

The ideal candidate will possess:

- A passion for the arts, education, and Childsplay's mission and the ability to advocate for arts and youth in our community.
- Strong writing skills (may be asked to provide a writing sample).
- Experience in writing grants and fundraising proposals.
- Proficiency at Microsoft Office applications.
- Skill in time management in order to respond to multiple priorities, with a strong ability to manage multiple tasks and deadlines.
- Ability to communicate effectively, in writing and in person, to diverse audiences.
- Strong storytelling skills, with an ability to listen and act responsively when in communication with various constituents.
- Knowledge of basic fundraising and development concepts.
- The ability to attend off site meetings and events through independent transportation means during the day and in the evening (A valid driver's license is preferred but not required).



- As the Childsplay company interacts with children on and off site, an independent background check is required.

**You'll be a great fit if:**

- You like to write.
- You are comfortable with multi-tasking.
- You stay cool under pressure.
- You have a passion and enthusiasm for theatre, arts, education, and young people.
- You are a critical thinker with an ability to problem solve.
- You thrive in collaborative environments.
- You are self-directed and eager to grow. When given a starting point, you are comfortable stepping up and taking ownership.
- You are always learning and enthusiastic about the prospect of being part of a learning organization.

This is a full-time position of 35 hours per week. Salary range is \$35,000 - \$37,000 annually, DOE and is consistent with salaries of a mid-sized arts organization with a \$3 million annual budget and includes a benefits package. Childsplay has a casual office environment and dress code. The company offers multiple ongoing meaningful opportunities for professional development and learning for all employees. This position generally works 9 am to 5 pm Monday through Friday, however, occasional evening and weekends are required.

No phone calls please, we will contact candidates whose skill sets, and experience meet the requirements for the job. Childsplay is an equal opportunity employer committed to nondiscrimination hiring practices that support underrepresented arts professionals. We encourage candidates from a diversity of races, ethnicities, genders, sexual orientations, abilities, and religious affiliations to apply.

Applicants will submit a cover letter, resume, and 2-3 professional references via email with the subject line Development Associate Application to Ernesto Ortiz at [eortiz@childsplayaz.org](mailto:eortiz@childsplayaz.org).

Founded in 1977, Childsplay's mission is "to create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood, that are the keys to the future." Please visit our website at [www.childsplayaz.org](http://www.childsplayaz.org) for additional information about the company, our programs, and our work in the community.

*Childsplay, Inc. is an equal opportunity employer, and will not discriminate against any employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.*