Founded in 1983, The Umbrella is a one-of-a-kind arts center in the heart of historic Concord, MA that completed a state-of-the-art renovation in 2020. It is home to a broad array of artistic programs and education opportunities for all ages including: More than 50 resident artist studios as well as programs for young artists; year-round arts education for adults and youth including a leading ceramics program and summer camp; one of the region’s newest professional theater companies; a unique Arts & Environment program that combines the creative arts with environmental awareness; film and music performance including the headline concert series that has recently featured Indigo Girls and Lake Street Dive; and robust gallery exhibits by regional artists and beyond that intersect with programs across the organization.

The Development Associate (DA) is an integral member of a development and communications/operations team at The Umbrella that provides support to ensure the achievement of annual and long-term fundraising goals. In coordination with colleagues, the DA performs many of the day-to-day administrative fundraising functions and helps to build a strong community of support around The Umbrella. The DA reports to the Director of Development (DoD). Job responsibilities include:

- Process gifts, acknowledgement letters, and reports daily
- Maintain donor information and reports in database (Tessitura)
- Support donor events including the annual Gala and headline concert series
- Help develop and implement annual and special fundraising campaigns including the execution of mailings
- Assist DoD in supporting the Board and Committees
- Maintain and track donor benefits
- Work in coordination with the Associate Director of Development to manage wealth research and conduct donor prospect research
- Assist with grant writing, preparing materials for submissions, and the creation of funding reports
- Coordinate with the finance team and the Associate DoD on gift reconciliations and regular reports
- Oversee volunteers as needed to assist with events, outreach, and mailings
- Interact and form relationships with donors at all levels
- General administrative support as needed
The Development Associate role is an entry level position with exposure to a broad range of development and arts administration as well as opportunity for job growth.

The ideal candidate will have the following qualifications:

- BA and 1-3 years' experience in a nonprofit or similar organization
- Strong oral and written communication skills
- Strong organizational skills and the ability to support multiple projects concurrently
- Ease navigating computer and web applications, including Microsoft Office Suite, Google apps/products - some experience with graphic design software and web content management systems (Adobe, Drupal, WordPress) is a plus
- Experience with CRM/database systems and wealth research tools - Tessitura and DonorSearch experience a plus
- Strong interpersonal skills and the ability to work collaboratively with volunteers, patrons, and colleagues
- Strong work ethic, initiative, flexibility, and creativity

This is a full-time position with a comprehensive benefits package. The schedule is Monday through Friday but will require some flexibility for events and meetings. The Umbrella supports a hybrid work model of both in-office and remote work, however on-site presence is required on a regular basis. Salary is commensurate with experience. Range $35-45k.

Applications, including a cover letter and resume (as a single PDF), should be sent to Melissa Greven, Office Administrator at Melissa@theumbrellaarts.org. Applications received by 5:00pm on September 12, 2022 will be given first priority.

The Umbrella is dedicated to building a more diverse, equitable, inclusive, and accessible community. Please see our DEIA statement. Applicants from underrepresented populations are strongly encouraged to apply.