



THE UMBRELLA

Development Associate

The Umbrella Arts Center

A vibrant regional arts center seeks a collaborative, detail-oriented team member interested in joining a dynamic, fast-paced organization and building a career in nonprofit fundraising and arts administration. The Development Associate (DA) is an integral member of the Development and Communications/Operations team, helping to support annual and long-term fundraising efforts.

Working closely with colleagues, the DA contributes to all aspects of the annual fund, supports day-to-day development operations, and helps foster a welcoming and engaged community of supporters. This position reports to the Director of Development (DoD).

Job responsibilities include:

- Assist with all aspects of the organization's annual fund campaign, including list preparation, production, and mailing of appeals and other communications
- Process gifts, generate acknowledgment letters, and maintain daily reporting; collaborate with the DoD and Finance Manager on monthly reconciliation
- Maintain and update donor records in Tessitura; generate reports on donor activity and trends
- Help coordinate the Development team's calendar, events, and project timelines
- Work closely with the Development team, leadership and Board Committee to plan and execute the annual gala, benefit concerts, and other donor events
- Assist the DoD with Board and committee-related activities
- Support donor membership tracking and engagement
- Conduct donor prospect research and assist with wealth screenings
- Track institutional donor relationships and assist with reporting requirements
- Help cultivate and steward donors at all levels, including gifts under \$1,000
- Serve as a friendly and professional point of contact for patrons and donors, helping to build and maintain meaningful relationships
- Provide general administrative and project support as needed

The ideal candidate will have:

- 1–2 years of relevant experience or transferable skills
- Interest in the arts and/or nonprofit work
- Familiarity with databases or CRM systems; experience with Tessitura is a plus
- A proactive and reliable approach to work, with a willingness to learn
- Strong organizational habits and the ability to manage multiple tasks
- Careful attention to detail
- Clear written and verbal communication skills
- Comfort engaging with a wide range of individuals and contributing to a positive, community-oriented environment
- A collaborative mindset and the ability to work effectively with colleagues, volunteers, and supporters
- Sound judgment and professionalism when handling sensitive information

If you're excited about this role but don't meet every qualification, we encourage you to apply and share your story.

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.

This is a full-time position with a comprehensive benefits package. A regular work week is in-person Monday through Friday, and this role will require some flexibility for events and meetings. Salary begins in the range of \$45-50k and is commensurate with experience.

Please email a cover letter and resume (as a single PDF) to Melissa Greven, Data & Administration Manager at Employment@TheUmbrellaArts.org. Please include the words "Development Associate" in the subject line of your message. Applications received by 5:00 PM on Friday, May 22, 2026 will be given first priority. No phone calls, please.

The Umbrella is a one-of-a-kind arts center in the heart of Concord, MA. Established in 1983 and energized by a state-of-the-art renovation in 2020, it is home to a broad array of artistic programs and educational opportunities for all ages, including more than 50 resident artist studios; a community studio; a growing Artist-in-Residence program; year-round arts education opportunities for all ages, including a youth summer camp; a leading ceramics program; one of the region's newest professional theater companies; film and music performance including a concert series that has recently featured Jon Batiste, Norah Jones, Darius Rucker, and Sheryl Crow; and gallery exhibitions by regional artists and beyond.

The Umbrella is about a two-block walk from the MBTA Fitchburg Line Concord stop and easily accessible from the Walden exit of Route 2 with ample free parking. Staff often enjoy visiting the historic downtown center, as well as nearby sites of cultural significance and natural beauty, such as Walden Pond. Staff are encouraged to participate in cultural activities year-round, with complimentary access to The Umbrella's headliner concerts, professional Stage Company productions, gallery exhibitions, artist-centered annual events, and deep discounts on arts education classes ranging from dance to pottery to woodworking.