



DEVELOPMENT ASSOCIATE JOB DESCRIPTION

Position Summary: A full-time, non-exempt, hourly position, the **Development Associate** is responsible for performing a wide range of development and administrative support for the organization. Within a team framework, the Development Associate will assist with membership engagement, development support, sponsor and board communications, and general administrative support. The Development Associate reports to the Executive Director.

Job Duties:

- Lead Pac Arts' Membership program to recruit, engage, and retain over 300 year-round members who support our programs
- Lead Pac Arts' Community Outreach efforts to develop year-round as well as festival-specific partners to assist with festival promotion, group sales, and other partnerships
- Provide administrative support to the Executive Director with an emphasis in areas of accounting, development, database management, and sponsor/board communications
- Assist with fundraising and development efforts by tracking fulfillment of sponsor benefits, donor/sponsor acknowledgement, database entries and reporting
- Assist Executive Director as a liaison to the Board of Directors for monthly meetings and ongoing communications
- General event support as needed during Pac Arts' programs and festivals
- Other duties as assigned by the Executive Director

Qualities Desired:

- Passion, experience and/or knowledge in the arts and culture field
- Strong customer service skills with the ability to interact with all levels of individual community members, community groups, business executives, and others to promote the organization
- Ability to work well with all levels of management and staff
- Ability to multi-task, prioritize and handle pressure of deadlines
- Strong verbal and written communication skills
- Strong computer and internet research skills
- Accounting and database experience a plus including in Quickbooks and/or Salesforce
- Knowledge of community organizations in San Diego preferred

Compensation & Benefits:

Pacific Arts Movement provides all full-time employees a competitive benefits package including medical, dental, vision, and life insurance. Upon qualifying, matching retirement benefits are also available. Compensation will be commensurate upon experience in a range of \$16-18/hour.

Pacific Arts Movement seeks to fill this position immediately. To apply, please send a cover letter and resume to jobs@pacarts.org. The position will remain open until filled.