



**Development Associate, Prescott Park Arts Festival
Portsmouth, NH**

Prescott Park Arts Festival, a well-established and dynamic non-profit organization seeks a *Development Associate* to join its fun, experienced and fast-paced team. The right candidate will be an important member of the team responsible for organizing this popular summer tradition that offers a diversity of performances each year. Events include weekly summer concerts, food and music festivals, film and two fully produced musical presentations.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

PPAF seeks an experienced, energetic, dynamic and dedicated individual to support all aspects of fundraising in conjunction with the Development Director. This position requires a highly organized self-starter with impeccable attention to detail who will assist in the implementation of fund development activities including major gifts, the Annual Fund, sponsorships, grants, and the exploration of creative new approaches to corporate and foundation resources. Funds raised are primarily for operational support, but also for special projects, such as collaborations, capital improvements, and theatrical productions.

The individual filling this position will be an essential member of the development team, reporting to the Development Director and working closely with the volunteer development committee. The successful candidate will have the opportunity to expand the development potential, forging new relationships and building PPAF's visibility, impact and financial resources.

This is a salaried, full-time, year-round position with health, dental, life, disability, and 401k benefits.

Prescott Park Arts Festival is an equal opportunity employer.

A brief summary of responsibilities is below:

RESPONSIBILITIES

- Take the lead on developing and tracking grant proposals and reports for all foundation giving
- Maintain tracking of all philanthropic giving in the Festival donor database – Little Green Light – and ensure timely acknowledgement of all gifts of support
- With the Development Director, design and develop all fundraising materials including season and special event sponsorship menus, crowdfunding campaigns, individual donor solicitations, etc.
- Contribute and assist in coordination of special fundraising events
- Cultivate, develop and steward ongoing relationships with sponsors and major individual donors
- Collaborate on annual strategies for growing and sustaining the base of annual individual donors
- Research funding sources and trends to help position PPAF ahead of major funding changes and trends
- Monitor and maintain all donor information, providing statistical analysis to ED and Board
- Regular reporting on the progress of the development program
- Support development committee

QUALIFICATIONS

- 1-3 years of development experience

- Proven track record of successful fundraising
 - Excellent interpersonal, communication and writing skills
 - Experience with database management
 - Strong organizational skills and attention to detail
- Proven record in all areas of fundraising including individual, corporate, foundation and government giving and managing special events
- Ability to work independently or as a member of a team
- Experience motivating and leading volunteers
- Creative, flexible and collaborative
- Ability and willingness to work some nights and weekends

COMPENSATION

Salary commensurate with experience.

HOW TO APPLY

This full-time, salaried position is open immediately. Applications should be sent via email to Lee Frank at lee@prescottpark.org as a PDF file and should consist of a cover letter, resume, 3 references, sample of fundraising-related work and salary requirement. No phone calls, please.