



Job Description

ASAP! Development Associate

ASAP!® is a social profit institution recognized for its high-quality, portable, immersive learning experiences. What began as a small after school arts program has evolved into a wide-ranging education organization whose arts-infused programming is brought into schools and community spaces in Connecticut. Through curriculum-aligned in-school projects, collaborative summer programs, and weekend and after school workshops, ASAP! delivers safe spaces for exploration, collaboration, and discovery vital to a journey of joyful learning.

At ASAP!® we believe that when we honor children's imaginations, invite them to create, and trust their resourcefulness, they will become the empowered, resilient, and compassionate adults the world really needs.

The position requires a great collaborator who works enthusiastically, is proactive, nimble, and has excellent organizational skills. This position requires a love of the arts, education, and a passion for making the world a better place.

Job Description:

Work in collaboration with ASAP!'s team to align messaging, branding, and consistency of messaging in all organization materials. Establish rapport and build relationships to promote ASAP!'s mission, vision, and guiding principles.

Work alongside the Executive Director and the Development Committee to oversee all of ASAP!'s fundraising:

- Duties include but are not limited to: Learn about ASAP!'s existing donors and collect, organize, and maintain a complete and accurate database record of donors and funding received through ASAP!'s CRM platform. Learn how to utilize ASAP!'s CRM System to maximum potential. Help design and implement a comprehensive Development Funding Plan annually, which maintains the organization's fiscal health and provides future financial resources for growth and expansion.

Grant writing:

- Skills required include initiative-driven, data-driven, artful and evocative writing skills, process-oriented, detail-oriented, relationship-building skills, storytelling skills, and understanding of impact.
- Create a grant tracker document utilizing the existing tracker. Grant writing and management include researching and writing new grants and applying for existing grants. Work alongside ASAP! Education Coordinator and Program Director to understand grants needed and find grants that best match our program goals. Our goal is to raise approximately \$100K in new grants during the first year with the Development Associate.

Community Partners:

- Develop strong relationships within the community to foster a positive image such

that companies, schools, civic organizations, and individuals will make ASAP! the local charity of choice for donation.

Fundraising events:

- Work collaboratively with fundraising event chairs to offer management, production, and oversight.

Write and track Thank You letters for all donations.

Skills and Knowledge

- Excellent personal, verbal, and written communication skills;
- Customer service, communication, and recordkeeping experience required;
- Able to manage multiple projects while meeting deadlines;
- Solid organizational, time management, and project management skills are required;
- Initiative and collaborative skills indicated;
- Foster and promote business relationships and partnering within the community;
- Comfortable working with people from diverse backgrounds;
- Access to remote workspace conducive to
- task completion.

Qualifications

- Related college or 6-8 years of related experience preferred;
- Minimum 2 years of management experience required;
- Proficiency in Microsoft Office, including Word and Excel; PowerPoint, Google Suite, required
- Successful applicant will know or have the ability to learn ASAP!'s CRM system.

Job Type:

Full-time

Schedule: Monday to Friday, 9am-5 pm, and approximately four weekend days annually when events are held.

Start Date:

August 29 - September 1, 2022

Salary: \$60,000-\$70,000/year commensurate with skill level

Benefits

Flexible schedule

Paid time off

Remote work

Bonus aligned with accomplishments

401K through MYCT Savings available beginning in 2023

Commitment to the ASAP! mission

ASAP! is an Equal Employment Opportunity employer. ASAP! empowers students of all backgrounds to lead lives of critical thought, compassionate action, and courageous leadership. As a community service educational and arts organization, ASAP! develops the

mind, heart, soul, and body, and advocates on behalf of growing children. As a 501.c.3 charitable organization, employees must be supportive of our mission. We actively seek candidates who have professional skills, experience, and willingness to strengthen diversity, equity, and belonging in support of our mission as an institution and our strategic plan. ASAP! does not discriminate on the basis of gender, race, color, age, national origin, disability, genetic information, military or veteran status, or any other basis protected by law.

To Apply:

Interested candidates should submit their resume with a cover letter to joanne@asapct.org