



Job Description

ASAP! Development Director

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.

The position requires a great collaborator who works enthusiastically, is proactive, nimble, and has excellent organizational skills and a history of successfully managing fundraising campaigns and stewarding donor relationships. This position requires a love of the arts, education, and a passion for making the world a better place.

Job Description:

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 and meet regularly with ASAP!'s existing donors, cultivate relationships with new donors, and strategize major gifts and annual campaigns accordingly. Maintain a complete and accurate database record of donors and funding received through ASAP!'s CRM platform. Mobilize ASAP!'s CRM System to maximum potential. 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 including a strategy for grants.

Community Partners:

- Develop strong relationships with local and regional businesses in our community to encourage donations from corporate and civic organizations.

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

- History of running successful fundraising campaigns and managing donor relationships
- History of stewarding donors and corporations and asking for major gifts

- Excellent personal, verbal, and written communication skills;
- 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;
- Familiarity with grants, writing, and reporting.

Qualifications

- Related college or 6-8 years of related fundraising 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 NEON.

Job Type:

Full-time

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

Start Date:

Fall 2023

Salary: \$75,000/year commensurate with skill level

Benefits

Flexible schedule

Paid time off

Hybrid work schedule of remote and office

Bonus aligned with accomplishments

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