



### **Development Associate Position at Growing Foundation**

The Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC), located near the White House in Washington, DC, seeks a Development Associate. The position offers an outstanding opportunity for an articulate, outgoing, creative individual to build on FAIC's solid record of fundraising, grants, and sponsorships.

FAIC has expanded its programs and staff in the past year, which opens new opportunities for fundraising and "friend-raising." FAIC operates several key initiatives in support of its mission, most notably professional development courses for conservation professionals, grants and scholarships, emergency programs for cultural institutions, and multiple electronic resources. Program funding comes from a variety of Federal, foundation, individual, and corporate sources as well as endowment funds. The position involves:

- Primary responsibility for planning and implementing fundraising efforts aimed at individuals
- Primary responsibility to expand sponsorship income for FAIC courses and other programs, and to create procedures to ensure appropriate and consistent acknowledgements are provided to sponsors
- An opportunity to assist in the preparation of Federal and foundation grant requests and reports
- Supporting development efforts by planning and implementing outreach communications to current and potential donors, including an emailed newsletter, press releases, and social media posts

The Development Associate will work closely with AIC and FAIC Board Members and the AIC/FAIC Executive Director, and reports to the FAIC Institutional Advancement Director. The position offers excellent benefits and a starting salary of \$45,000 - \$50,000, depending on experience. Please see the full job description for desired qualifications. Review of applications will start in January and continue until the position is filled.

To apply, send resume and cover letter expressing your interest in and qualifications for the position to [foundation@conservation-us.org](mailto:foundation@conservation-us.org), addressed to:

Eric Pourchot  
FAIC  
1156 15<sup>th</sup> Street, NW, Suite 320  
Washington, DC 20005

## **Position Description Development Associate**

The Development Associate works to advance the goals of the Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC) by planning and implementing FAIC development and outreach objectives. The Development Associate reports to the Director of Institutional Advancement.

Responsibilities include:

DEVELOPMENT (approximately 80% of duties)

- Working with the Executive Director and Institutional Advancement Director to plan and execute development activities, including management of donor solicitation, acknowledgements, and correspondence
- Planning and organizing phone, email, and face-to-face asks as appropriate
- Maintaining a database on cultivation, recruitment, and board activities
- Developing and maintaining a non-AIC member donor database
- Developing and implementing a comprehensive sponsorship strategy for FAIC's education, emergency, and other programs
- Working with the Executive Director to research, cultivate, and recruit potential members of the FAIC Board
- Assisting with implementation of the FAIC Strategic Plan
- With the Executive Director, interacting with the Board of Directors to further development goals
- Assisting in identification of grant opportunities and grant preparation
- Other duties as assigned

OUTREACH (approximately 20% of duties)

- Coordinating outreach activities in conjunction with the Executive Director, including maintaining the press list, preparing, and sending press releases
- Writing, editing, and distributing FAIC's E-News
- Identifying and writing appropriate items for AIC and FAIC's social media accounts (Twitter, YouTube, LinkedIn, blog)
- Other duties as assigned

The ideal candidate:

- Has at least 2 years of experience in managing development or similar programs
- Possesses at least an undergraduate college degree
- Exhibits excellent attention to detail
- Exhibits excellent interpersonal, oral, and written communication skills
- Is proficient in MS Office Suite
- Is dependable, punctual, and flexible
- Can work with multiple priorities and deadlines with accuracy
- Can work with minimal supervision
- Works well independently and as part of a team
- Is able to travel to AIC Annual meeting (usually held in May or June; location varies each year)

[01/12/16]