

Development Associate for Corporate Relations

The Center for Architecture is New York City's premier public space for exhibitions, discussion and professional exchange on architecture and design. With multiple galleries, a lecture hall, public resource center, library and conference rooms, the Center serves as the place where the public and design professionals meet. Established in October 2003 by the American Institute of Architects New York Chapter and its charitable affiliate, the Center for Architecture Foundation, the Center is also home to the New York Chapter of the American Society of Landscape Architects (ASLA), the Illuminating Engineers Society of New York (IES/NY) and the Structural Engineers Association of New York (SEAoNY). Since its opening, the Center has presented over 40 exhibitions and hosted close to 2,000 events while greeting 2,500 visitors each week. The atmosphere at the Center is fast paced with an energetic, driven and enthusiastic Board and staff.

Job Purpose

The Development Associate for Corporate Relations, working with Senior Staff, coordinates non-dues revenue fund raising activities which may include major gifts, corporate donations and memberships, grant solicitation, planned giving, and in-kind resources.

Primary Duties and Responsibilities

Planning

- Assist Senior Staff and the Board of Trustees in concert with the Development Staff to create a development plan that increases revenue to support the strategic direction of the organization
- Implement the development plan in accordance with ethical fund-raising principles with concentration on non-dues revenue, including grants
- Implement sponsorship strategy as outlined in the development plan
- Monitor and evaluate all fund-raising activities to ensure that goals are being met
- Monitor trends in the profession and greater community and make recommendations as necessary
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of its fund-raising activities

Organization and Implementation

- Work with Senior Staff and Board of Trustees to identify, solicit, cultivate and steward donors and prospective donors
- Manage corporate membership program; identify and solicit new corporate members with Director of Member Services
- Prepare grant applications as outlined in the development plan
- Manage close-out of capital campaign program
- Oversee the administration of a donor mailing list/database that respects privacy and confidentiality of donor information
- Coordinate and track in-kind donations
- Assist with the design, printing, and distribution of marketing and communication materials for the development efforts
- Foster an understanding of philanthropy within the organization
- Build relationships with community stake holders to advance the mission and fund-raising goals of the organization

Management/Oversight

- Prepare regular reports on progress, budgets, receipts and expenditures as directed by Senior Staff or the Board of Trustees

- Develop and manage time lines for various fund-raising activities to ensure strategic plans and critical processes are carried out in a timely manner
- Monitor expenses and analyze budget reports on development activities and recommend changes as necessary

Qualifications

Education

- Bachelor's Degree required

Knowledge, Skills and Abilities

- Demonstrated advanced knowledge of the following:
 - Fund-raising management of 501c 3 and 501c 6 activities
 - Federal and regional legislation affecting nonprofit organizations

Experience

- Minimum three years experience managing nonprofit membership-based development activities
- Demonstrated fund-raising success
- Demonstrated experience implementing fund-raising strategies
- Knowledge of fund-raising software and databases
- Strong written and presentation skills

Please submit cover letter, resume, writing samples, 3 references and salary requirements to:
info@aiany.org