

## **Freight & Salvage Development Associate**

**Start date:** October 2019

**Hours:** 30 hours/week

**Schedule:** Flexible (mostly weekdays), some evenings required

**Compensation:** Competitive salary and excellent benefits including health insurance, optional FSA and 403(b), sick and vacation time, and free entry to all concerts and classes

**Location:** 2020 Addison Street, Berkeley, CA 94704

### **ABOUT THE FREIGHT & SALVAGE**

The Freight & Salvage is a nonprofit music venue and community arts organization dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world. The range of music we present and teach about is broad, and considering the importance of traditional music and the difficult history of injustice that surrounds much of it, we are taking steps to ensure that our work, as presenters of that music, is fair, inclusive, equitable, respectful, and sustainable.

The Freight's 15 full-time and 35 part-time staff is a highly skilled, dynamic group of folks who have together created an excellent workplace environment. As an anchor organization for the downtown Berkeley Arts District, the Freight holds over 340 performances annually as well as a variety of classes for all ages.

To learn more, visit [www.thefreight.org](http://www.thefreight.org)

### **POSITION OVERVIEW**

The Development Associate works under the Director of Development to help with solicitation strategies for gifts from individual donors. The Development Associate helps the Freight & Salvage engage with these donors through receptions, special events, and personalized communications. The ideal candidate will bring creativity and enthusiasm for helping the Freight build and sustain relationships with donors and audience members.

#### **Membership/Donor Program:**

- Develop and oversee strategies for engaging donors of under \$2,500 annually, including direct mail, email, and on-site cultivation.
- Generate database (Donor Perfect) reports and regular analysis of donor engagement.
- Use the database to manage an ongoing renewal cycle for current donors.
- Create special campaigns to engage donors throughout the year.
- Manage donor pages on the website, produce/update membership brochure.
- Assist with twice-annual direct-mail solicitation (design, production, list research, and strategy)
- Attend one to two concerts each week to meet and greet donors and potential donors in the lobby of our venue.

Events Management:

- Coordinate regular events aimed at cultivating relationships with current donors, as well as engaging new donors.
- Work closely with the Director of Development to produce the annual fundraising gala concert.

General:

- Participate in the creation of annual development goals and strategies.
- Oversee production of annual donor wall.
- Work with marketing team to develop posters and other promotional messages in support of development efforts.
- Work with volunteers and house management team to maintain a presence in the lobby at concerts.
- Support the Freight & Salvage commitment to equity and inclusion in all aspects of work.

**QUALIFICATIONS:**

- Excellent “people skills” and customer-service orientation.
- Excellent, engaging, writing skills, including the ability to write for various audiences.
- Understanding of donor database software and/or CRM software. Willingness to learn new software, generate custom reports, and mine data from a variety of sources.
- Demonstrated record of raising funds to support a non-profit. Experience with in-person solicitation of donations preferred.
- At least 3 years’ relevant work experience with non-profit organizations.
- Familiarity with DonorPerfect database software a plus.
- Ability to work collaboratively and independently.
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances.
- Desire to help the Freight create a welcoming, multi-cultural environment that values equity and inclusion.

**TO APPLY:**

Please submit resume and cover letter to Katy Wafle, Director of Development: [development@freightandsalvage.org](mailto:development@freightandsalvage.org). Position open until filled.

The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefits, training and working conditions. People of color and LGBTQ people strongly encouraged to apply.