



Position Title: ***Development Associate***  
Organization: Cleo Parker Robinson Dance  
Location: Denver, CO  
Immediate Supervisor: Director of Development

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### **Position Description**

Cleo Parker Robinson Dance (CPRD) seeks to hire a Development Associate to assist and support a full range of fundraising operations. The Development Associate reports to the Development Director and works extensively across departments with heavy emphasis on grant writing, capital project and annual gala.

Based in Five Points, Denver, CPRD is an anchor arts institution rooted in cultural traditions of the African Diaspora and dedicated to cross cultural connections. The organization is comprised of five pillars, namely, the CPRD Ensemble, Academy, Theatre, Arts-in-Education and Arts-in-Wellbeing programs. The Development Associate, a key member of the development team, is responsible for helping cultivate partnerships and implement strategies in collaboration with senior leadership to ensure accessibility and viability of each program and activity.

We invite candidates to apply who have a shared value for the vision and passion for the mission of Cleo Parker Robinson Dance, an ability to work in a fast-paced environment with competing deadlines, and an ability to excite folks through written and verbal communication.

### **Essential Duties and Responsibilities**

- Researches and writes grant requests, proposals, and reports
- Works to acquire new donors and supports donor engagement via communications, outreach and event invitations
- Maintains the accuracy and integrity of databases including troubleshooting database issues, weekly maintenance and reporting
- Provides support to various committees and volunteers during fundraising campaigns and events including the annual Gala
- Assists with the creation and finalization of guest lists
- Mails flyers and other correspondence to potential donors, volunteers and guests in order to inform them of events and activities
- Performs basic administrative duties such as filing, data entry, maintaining a filing system and more
- Assists in scheduling meetings with prospective funders and donors
- Assists in preparing senior leadership for donor meetings

### **Qualifications and Requirements**

- Flexibility to work occasional nights and weekends



- Shows persuasiveness and the ability to procure donors, funders and items needed for fund-raising efforts
- Works well alone as well as under direct supervision
- Value and passion for vision and mission of Cleo Parker Robinson Dance
- Technologically knowledgeable, skilled with spreadsheets, presentations
- Strong planning, communications, interpersonal skills whether speaking to others in person, over the phone, via email or letters
- Work effectively in an environment with diverse cultures, multiple perspectives
- Value and passion for vision and mission of Cleo Parker Robinson Dance
- A strong work ethic and unwavering standards of personal and professional integrity

Class: Full Time, Salaried, Exempt

Compensation:

Salary Range: \$34,500-\$40,500

CPRD offers a comprehensive employee benefits program:

- 2 weeks of paid time off, accrued monthly from your start date
- Ten (10) paid holidays
- Two (2) personal days
- Participation in CPRD's health insurance plan with an 80% contribution paid by CPRD
- Full year access to Academy classes

To Apply: Please send cover letter and resume to [cleodanceresumes@gmail.com](mailto:cleodanceresumes@gmail.com). Applications omitting a cover letter and resume will not be reviewed. No phone calls please.

Application Deadline: January 25, 2021