



JOB DESCRIPTION: DEVELOPMENT ASSOCIATE

Join Our Team!

Are you passionate about making a positive impact on marginalized communities through the power of music? Do you love to work in a collaborative and fast paced environment? Do you possess strong organizational and communication skills with a commitment to empathy, respect, and compassion? If so, we invite you to apply to join our team at Urban Voices Project as a **Development Associate**.

Role Overview

Under the guidance of the Development Manager, the Development Associate plans, monitors, and improves development operations and communications in support of our mission and evolving growth objectives. Main responsibilities include the coordination of donor relations, fundraising campaigns, special events, and grant writing & research. Additionally, the Development Associate contributes to administrative needs of the Development department and assists the Programs department in volunteer coordination and support.

About Us

Urban Voices Project (UVP) is a small non-profit arts organization founded in 2014. We create transformative musical programs to address a spectrum of needs in communities with lived experience of homelessness across the greater Los Angeles area, with a focus on Skid Row and in partnership with social, civic and healthcare organizations. We are a small and engaged team committed to creating uplifting experiences for all participants and deepening our impact through community responsiveness.

Duties and Responsibilities

- **Donor Relations:** Assist in cultivating and stewarding donor relationships, prepare and send communications to donors and other stakeholders, design posts, appeals, newsletters, and other collateral in Gnosis CRM and Canva.
- **Fundraising Campaigns:** Collaborate with the marketing team to determine digital fundraising campaign strategy, assist in implementing digital fundraising strategy, monitor campaign performance and provide regular updates on fundraising progress to the Development team.
- **Systems & Administrative Support:** Oversee the organization's Customer Relations Management (CRM) Gnosis Pro, assist in gift processing from constituents and vendors, route inquiries from donors and other stakeholders, ensure accuracy of donor information in the database and analyze for system and process improvements, assist in making routine website updates, provide general administrative support to the development team, and attend development, staff, and any other pertinent meetings.
- **Special Events:** Support the planning and execution of all fundraising events, coordinate event logistics, assist Programs Department with volunteer recruitment, training, and coordination, and attend UVP Programming and Events as needed.
- **Grant Writing & Research:** Conduct prospect research on potential opportunities, assist in drafting written grant deliverables, maintain a calendar to ensure timely submission of grant deadlines.

Qualifications

- Bachelor's degree in communications, english, marketing, arts administration, design or other relevant fields. Equivalent experience considered in lieu of formal education.
- A minimum of two years of experience in nonprofit fundraising, external relations, marketing, publications, or other relevant fields.

- Proficiency in Google Suite, one or more CRMs like Gnosis CRM, and other office tools strongly preferred.
- Experience working with organizations that serve at least one vulnerable population strongly preferred. These include but are not limited to: unhoused, at-risk, foster, disabled, migrant, incarcerated, refugee, impoverished elderly, low income, and disadvantaged LGBTQ+ communities, as well as survivors of domestic abuse, human trafficking or those experiencing substance abuse or mental health challenges.
- Commitment and passion for promoting access to the arts in diverse communities.
- Commitment to social justice and community engagement.

Compensation & Benefits

- Pay range \$20-23.75 commensurate with experience. This is a full-time (40h), non-exempt position.
- Health, dental, and vision plan; Retirement plan (CalSavers); Paid holidays; accrued vacation and sick time.
- Flexible work schedule and supportive team environment.
- Opportunities for professional development and growth within the organization.
- Meaningful work that makes a difference in the lives of others.

If you are inspired by our mission and values and eager to make a difference in your community, we encourage you to apply for the Development Associate position at UVP. Together, we can create a more inclusive and compassionate world through the transformative power of music.

To apply, please send one pdf including your resume and a cover letter outlining your relevant experience and why you are interested in joining our team to info@urbanvoicesproject.org.

UVP is an equal opportunity employer committed to diversity and inclusion. We welcome applicants from all backgrounds and identities to apply. Thank you for considering a career with us at UVP. We look forward to hearing from you!