



**Public Art Fund** (“PAF”), New York’s leading presenter of contemporary art projects in public spaces, seeks a dynamic **Development Associate**.

The Development Associate plays a vital role in all aspects of the organization’s fundraising efforts, with a special emphasis on data management and individual giving, as well as assisting with special events. The Associate reports to the Director of Development and works closely with other Development team members to support essential departmental activities.

**Key responsibilities include:**

- **Database Entry & Record Keeping:** Maintain Salesforce database records for all donors and prospects, enter gifts and pledges, event information, biographies, and update records on an ongoing basis; ensure central files remain organized.
- **Gift Acknowledgement:** generate a high volume of personalized acknowledgement letters on a timely basis.
- **Events:** support the Development team on events ranging from patron group activities to exhibition openings, cultivation events, and the PAF Party; includes coordinating guest lists, creating invitations, managing RSVPs, generating seating plans, and staffing events as a forward-facing member of the PAF team. Take the lead on planning/coordinating select events.
- **Membership:** lead Public Art Fund’s free Friendship membership program and lead fundraising including cultivation events, newsletters, and other digital communications for Friendship and Friendship+
- **Art Fair Liaison:** act as primary contact for a range of external partners including international art fairs and biennials.
- **Mailings:** coordinate production of major campaign mailings including list generation and letter personalization for annual and year-end fundraising outreach.
- **Prospect Research:** work with the Director of Development to research and prepare reports on prospective donors.
- The Development team works collaboratively on initiatives across the department and depends on each team member to lend support in the general fundraising efforts and promotion of the organization’s mission.

**Desired Skills & Qualifications**

- Two years of relevant work experience in fundraising and/or special events
- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities, including prioritizing and managing multiple projects simultaneously
- Ability to think strategically, with an understanding of the department and organization’s goals
- Aptitude for and experience working with development database software in particular Salesforce
- Strong technology skills including fluency with Microsoft Word, Excel and PowerPoint; Email marketing software; G-Suite; Adobe Acrobat, InDesign, Photoshop, and Zoom



**How to apply:**

Please email a cover letter and résumé as attachments to [humanresources@publicartfund.org](mailto:humanresources@publicartfund.org). Indicate the job title "Development Associate - 2025" in the subject line.

The Development Associate is a full-time non-exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine and booster as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work on events, outside of regularly scheduled hours (Monday-Friday, 9:30am-5:30pm), are a requirement of the position. Work is primarily performed in an office environment, on a hybrid schedule. Salary is \$60,000 - \$62,500 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.