Development Associate - Job Description

Central Atlanta Progress, Inc. (CAP) is a nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better center city. It carries out research and planning and acts as a catalyst for a wide range of programs and projects for the betterment of Downtown Atlanta. The Atlanta Downtown Improvement District (ADID), founded in 1995 by CAP, is a public-private partnership that strives to create an attractive, safe and livable environment for Downtown.

Reporting to the Membership and Development Manager, the Development Associate will be responsible for assisting with Membership services and a full range of activities required to attract and steward Members and Partners, as well as assisting with Board governance duties.

Essential Responsibilities:
Assist with the implementation of CAP’s membership and development program in support of the organization’s fundraising goals. In implementing the program, the Development Associate will:

- Perform research on Member and Partner prospects to be shared with Membership Manager. Maintain detailed files on each prospect in research.
- Monitor Downtown Atlanta news and real estate transactions to identify new investors and potential new Members in the community.
- Assist with the cultivation of current and potential members through a variety of strategies, including maintenance of member and prospect database.
- Collaborate with Development Manager to design, streamline, and implement robust prospect management program.
- Communicate with Members and Partners through multiple platforms, including LinkedIn and newsletters.
- Assist with Member engagement activities, including Town Hall meetings, welcome visits, new Member lunches and industry luncheons.
- Assist with the management of all CAP and ADID Board governance activities, including identifying meeting locations, sending meeting notices and tracking attendance.
- Work with Development Manager and department heads to secure dates and locations for all council meetings, provide pre-meeting details to attendees and record minutes.
- Advance Downtown Partner and Centennial Park District programs through prospect research and cultivation. Aid in development and execution of Partner engagement events and initiatives.

Qualifications:
- Candidate must have a four year college degree in a related field.
- At least two years of work experience in an office environment, preferably at a nonprofit.
- Strong writing, speaking and grammar skills.
- Database management experience preferred.
- Proficiency in various social media platforms, including LinkedIn, Facebook, Twitter and Instagram.
Knowledge, Skills and Abilities:
- Accuracy, timeliness and strong organizational skills essential.
- Excellent ability to manage multiple projects, take initiative, work independently and as a team-member.
- Superior interpersonal, verbal and written communications skills.
- Ability to present information concisely and effectively, verbally or in written form.
- Ability to work independently with little supervision.
- Solid computer skills, including Microsoft Office Suite (Excel, PowerPoint, Word).

Schedule and Compensation:
Full-time; salary range – high $30s