

<b>Position:</b>	<b>Development Associate - Partnerships</b>
<b>Classification:</b>	Non -Exempt
<b>Reports to:</b>	Partnerships Manager
<b>Effective Date:</b>	November 1, 2018

## **JOB DESCRIPTION**

### **Summary/Objective**

The Development Associate is an entry-level position in the Strategic Partnership Department of Festival Napa Valley. The Development Associate will assist with partner/sponsor records including gift intake, processing and acknowledgment as well as provide support for partner/sponsor activations.

### **Essential Duties and Responsibilities**

- Maintain donor database and data entry to ensure accuracy and integrity; detect and correct or make recommendations to rectify inconsistencies and inaccuracies in data entry.
- Assist Partnerships Manager with Wine Inventory/Database
- Provide operational support for the Partnerships team
- Prepare reports as needed for development and related activity areas
- Draft contracts, invoicing, gift acknowledgements and other correspondence
- Manage benefits fulfillment for partners, corporate sponsors and corporate groups
- Provide high touch point/concierge to festival partners and sponsors as directed
- Coordination with Patron Services team on all Sponsor Patron passes and with Box Office on all partner passes
- Assist Partnerships Manager with all external partner mailings
- Provide support in prospect research and data accumulation for local, regional and national sponsors.

### **Knowledge, Skills and Abilities**

- Effective and professional communications skills in person, over the phone and in writing.
- Demonstrated ability to provide excellent customer service.
- Highly organized with the ability to manage multiple projects.
- Excellent interpersonal, verbal and written communication skills.
- Skilled collaborator and motivated team player.
- Maintains high level of professionalism. Reacts well under pressure and in a fast paced environment; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Proficient in multiple software and database systems including Salesforce and MS Office Suite of products.

### **Work Environment**

This job operates in a professional office environment as well as occasionally onsite at host properties which frequently includes outdoor settings. This role routinely uses

standard office equipment such as computers, phones, printers, filing cabinets and copiers.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a part-time hourly position, and general hours of work and days are **Monday through Friday 10:00 am to 2:00 pm** or as scheduled by your supervisor; however, this position requires longer hours approaching and during events and some night and weekend work. Seasonal peaks should be expected from March through July annually when department support hours are extended and night and weekend shifts will be required.

### **Travel**

This position may require some local travel.

### **Required Education and Experience**

Bachelor's degree from an accredited college or university.  
Minimum one-year experience working/volunteering for a nonprofit organization.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Equal Employment Opportunity**

Festival Napa Valley is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by the law.