

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Development Associate, Capital Campaign and Events
Type and Duration: Full-Time/Temporary; 6 months
Department: Development

POSITION SUMMARY:

The Development Associate will serve as full-time temporary administrative and project support for two major museum fundraising initiatives leading up to and during a staff member's parental leave. Position will work closely with Executive Director and Development Consultant on activities related to the museum's capital campaign. This includes coordinating day-to-day management of campaign logistics, drafting communications and managing multiple schedules.

Development Associate will help coordinate external campaign-related communication for volunteer leadership, donors, consultants, the development team, and museum colleagues. They will ensure that staff and volunteers are completing their assignments, document all campaign activity, and manage the timeline, prospect pipeline, database, and campaign budget.

Development Associate will assist Museum's special events team, Director and Development Consultant with logistics related to the annual gala, including invitations, sponsor solicitation mailings, acknowledgments and supporting gala chairs with coordinating above.

This full-time, temporary position will support the museum's Development team for an approximate duration of six (6) months. This position carries the possibility of further extensions.

RESPONSIBILITIES:

Capital Campaign Responsibilities:

- Tracking, Database, and Pledges
- Track status of all gift requests at all levels in Raiser's Edge;
- Track projected campaign income at various levels, from expected request amount to confirmed written pledge;
- Enter all campaign-related actions and supporting documentation in RE records;
- Work with Database Manager to enter written and verbal pledges in RE records;
- Send pledge reminders and track and report on cash income from pledge payments;
- Draft and send acknowledgement letters for verbal pledges, written pledges, and pledge payments.

Prospect Management

- Manage master prospect list and volunteer assignments, including schedule/sequencing, ranking/priority, and status/notes;

- Perform detailed prospect research and create extensive dossiers on each prospect;
- Prepare pre-visit materials including dossier, talking points, proposal, and letter, and review with gift request team in a timely fashion. (Development Consultant and Executive Director)

Volunteer Coordination

- Drive the management of the volunteer's schedules and committed follow-up;
- Communicate with campaign leadership to discuss updates and review assignments.

Internal Coordination and Budget

- Schedule and prepare agendas for weekly meetings with staff and consultant;
- Communicate with campaign leadership to discuss updates and review staff assignments;
- Track campaign fundraising expenses against proposed campaign budget and ensure documentation (invoices/receipts) are properly coded and saved;
- Pay invoices for campaign consultants and other campaign-related projects;
- Update grids, charts, and prospect lists to ensure a timely response to requests for reports;
- Assist in preparing proposals and materials for campaign-related presentations or progress reports.

Fundraising Event Support:

- Assist museum's special events team on logistic and administrative tasks related to the Annual Gala;
- Support Director and Development Consultant coordinating follow through to sponsors and donors;
- Develop and manage invitation and Rsvp lists;
- Manage vendors as needed;
- Draft and send acknowledgments;
- Track gala activity in Raiser's Edge ;
- Ensure sponsors receive promised benefits.

Other Duties as Assigned.

QUALIFICATIONS:

This position requires an undergraduate degree with at least five years of consecutive administrative or development experience with increasing levels of responsibility. The ideal candidate will have the following qualifications:

- Excellent command of Microsoft Office suite, including Excel and PowerPoint.
- Experience working in a donor database/CRM, including updating records and pulling reports.
- Strong verbal and written communication skills with ability to project confidence and be diplomatic.
- Ability to work quickly, accurately and effectively under pressure.
- College degree or ten years of related professional experience.
- Ability to work remotely as well as work onsite at the museum as needed and allowable in accordance with Covid-19 regulations.
- Working knowledge of Raiser's Edge and non-profit development highly desirable.

SALARY:

The salary range for this position is \$45,000 - \$65,000 annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts ([NMWA](#)) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.