

## **JOB ANNOUNCEMENT**

Organization: National Museum of Women in the Arts  
Position: Spring Gala Coordinator  
Type and Duration: Part-Time/Temporary; 6 months  
Department: Development (Benefit Events)

---

### **POSITION SUMMARY:**

The Spring Gala Coordinator will serve as administrative and project support for the museum's largest annual fundraising event. They will assist the Senior Development Officer with responsibilities including invitations, sponsor solicitation mailings, acknowledgments, as well as assist with vendor management and event logistics.

This part-time, temporary position will support the museum's Senior Development Officer for an approximate duration of six (6) months at 25-30 hours per week.

### **RESPONSIBILITIES:**

- Assist Senior Development Officer on all logistics and administrative tasks related to the Spring Gala;
- Assist in development and management of invitation and Rsvp lists;
- Research and suggest prospective funding sources including individual and corporate sponsorships;
- Assist with management of vendors as needed;
- Draft and send acknowledgments;
- Track gala activity in Raiser's Edge;
- Assist in ensuring sponsors receive promised benefits.

Other Duties as Assigned.

### **QUALIFICATIONS:**

This position requires an undergraduate degree with at least two to three years of consecutive administrative, development and/or fundraising event planning experience with increasing levels of responsibility. The ideal candidate will have the following qualifications:

#### **REQUIRED:**

- Excellent command of Microsoft Office suite, including Excel and PowerPoint;
- Experience working in a donor database/CRM, including updating records and pulling reports;
- Ability to work individually or in a team;
- Ability to adapt quickly to changes and troubleshoot when necessary;
- Strong verbal and written communication skills with ability to project confidence and be diplomatic;

- Ability to work quickly, accurately, and effectively under pressure;
- Flexibility for significant amounts of evening hours during peak times; can also require some weekend hours;
- College degree or five years of related professional experience;
- Ability to work remotely as well as work onsite at the museum's temporary office space as needed and allowable in accordance with Covid-19 regulations.

**PREFERRED:**

- Working knowledge of Raiser's Edge and non-profit development highly desirable;
- Knowledge of print production;
- Experience working with clients of varying needs and cultures.

**SALARY:**

The salary for this position is \$23-\$25 per hour.

Please submit applications by emailing cover letter and résumé to [HR@nmwa.org](mailto: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](https://www.nmwa.org)) 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.