

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Development Manager, Capital Campaign
Type and Duration: Full-Time/Temporary through December 2023
Department: Development and Membership

Position Summary

The Development Manager will serve as full-time administrative and project support for the capital campaign, a major museum fundraising initiative.

This position will work closely with Executive Director and Capital Campaign Development Consultant. They will be responsible for day-to-day management and logistics, drafting, review, and distribution of varied communications, and scheduling and coordination of meetings and events related to the capital campaign. This position will have direct and frequent engagement with volunteer leadership, donors, consultants, the development team, and other museum colleagues.

The Development Manager will ensure that the Executive Director, Development Consultant, and volunteers are supported and complete their assignments. They will document all campaign activity and manage the timeline, prospect pipeline, database, and campaign budget. The Development Manager also will coordinate capital campaign special events and recognition program.

This is a full-time, temporary position for an approximate duration of one year and (6) months through December 2023. This position carries the possibility of further extensions and/or conversion to a permanent position.

Major Responsibilities

Tracking, Database, and Pledges

- Track status of all gift requests at all levels in Raisers Edge or future database of record.
- Track projected campaign income at various levels, from expected request amount to confirmed written pledge
- Enter all campaign-related actions, solicitations, pledges, and supporting documentation in donor records
- Manage and track pledge payment schedules (including pledge reminders) and report on cash income from pledge payments
- Draft and send acknowledgement letters for verbal pledges, written pledges, and pledge payments

- Create accurate campaign reports for Board and Development meetings.
- Track and maintain campaign donor list at all levels for recognition signage in newly renovated building.

Prospect Research and 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 talking points, proposal, and letter, and review with gift request team in a timely fashion (Development Consultant and Executive Director)

Program Development

- Collaborate with campaign consultant and volunteers to develop new corporate campaign solicitation program
- Work with development team on segmentation of the membership data base to determine member gift levels and solicitation program for capital campaign
- Liaise with executive director, development consultant, director of building and operations, volunteers, and donors on recognition signage program

Volunteer Coordination

- Drive the management of the volunteers' schedules and committed follow-up
- Communicate regularly with campaign leadership to discuss updates and review assignments

Internal Coordination and Budget Schedule

- 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.

Campaign Event Support:

- Perform logistic and administrative tasks related to all campaign events, including major re-opening events
- Develop and manage invitation and Rsvp lists
- Coordinate catering, décor and oversee timelines and set-up
- Draft, review, and send acknowledgments for campaign support related to all campaign events, including re-opening
- Track donor activity in Raisers Edge

Campaign Engagement Activity

- Maintain campaign and building renovation updates on the museum webpage
- Write and distribute quarterly campaign donor e-newsletters in coordination with development and digital team
- Facilitate cultivation and stewardship opportunities with campaign leadership (exhibition tours, hard hat tours, private events, etc.)

- Develop and distribute catalogues/gifts/photos, etc. to donors as part of stewardship plans, including for re-opening

Qualifications:

This position requires an undergraduate degree (or commensurate) with 5+ consecutive years of administrative or development experience with increasing levels of responsibility.

The ideal candidate will have the following qualifications:

- Museum development and/or capital campaign experience highly desirable.
- 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.
- Self-motivated with strong ability to work independently, quickly, accurately, and effectively under pressure.
- Ability to work remotely as well as work onsite at the museum as needed and allowable in accordance with Covid-19 regulations.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

SALARY:

The salary range for this position is \$ 58,000 - \$ 70,000 annually, commensurate with experience and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at HR@nmwa.org.

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first 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.