Job Announcement

Development Events Associate

Position Summary
The National Museum of Women in the Arts (NMWA) seeks a Development Events Associate to join its team during an exciting time as the museum prepares to reopen after a two-year renovation project. This includes the planning, coordination, and execution of the museum’s signature development events, including the annual gala, exhibition openings, donor stewardship events, and high-level cultivation dinners. The Development Events Associate is responsible for supporting the development department and volunteer event committees to establish and meet event stewardship and fundraising goals.

This position will report to Senior Development Officer, Sponsorships and Events, and work closely with the Senior Director of Development and museum colleagues to execute high-quality fundraising events in support of the NMWA's mission and strategic goals.

Responsibilities
Functions may include, but are not limited to:

- Collaborate with the Senior Development Officer, Sponsorships and Events and other colleagues to develop content-rich development events.
- Build and maintain internal development events calendar for cultivation/stewardship programs.
- Prepare event budgets, pricing information, timelines, invitations, guest lists, mailings, and production schedules. Ensure all deadlines are met for smooth event execution.
- Work with database manager and colleagues on list management and data hygiene, including establishing invitation list protocols to ensure accuracy and efficiency.
- Support Senior Development Officer, Sponsorships and Events and other development colleagues to establish event planning and post-event evaluation protocols, including developing training manuals for event staff and volunteers.
- Act as point of contact for professional event planning companies and other vendors.
- Coordinate production and delivery of event invitations, programs, and other printed materials with the event company.
- Coordinate event wrap-up for all fundraising events.
- Collaborate with museum security and maintenance staff to prepare for events.
- Coordinate donor mailings including solicitation and acknowledgement.
- Ensure correct recognition of sponsors in museum donor listings and on all materials related to sponsored programs.
- Help develop strategy, financial targets, and sponsorships for fundraising events.
- Work with other departments to help achieve goals, facilitate operations, and maximize benefits of all fundraising events.
- Maintain accurate and complete records of contacts and communications in the Tessitura database. Analyze donor and prospect data to identify and qualify participation and financial support targets.
- Generate invoices, ensure timely payments, and draft and send acknowledgement letters.
- Ability to work onsite and maintain flexible hours, including evenings and some weekends.
- Ability to lift at least 20 lbs.
Qualifications

The ideal candidate will demonstrate the following qualifications:

- Commitment to the museum's diversity, equity, accessibility, and inclusion (DEAI) work, including participation in committees and/or training initiatives.
- 2-3 years of Special Events and/or event production experience required, with a focus on the arts preferred
- Strong analytical and interpersonal skills, with the ability to work effectively with volunteers and leadership
- Excellent written communication skills with a keen attention to detail
- Proficiency in donor management software
- Excellent verbal communication skills with an emphasis on persuasion and generating action
- Demonstrated time management and organizational skills including ability to multi-task
- Ability to work effectively under pressure and confidently convey information to major internal and external players
- Must understand and respect the confidential nature of development work
- Flexibility and the ability to adapt to changing priorities and use independent judgement under pressure
- Proficient in Adobe Creative Suite and graphic design capabilities as well as Microsoft Office programs (Word, Excel, Outlook, PowerPoint)
- Ability to work evening and weekends
- Knowledge of Tessitura or similar CRM and ability to learn to work in new systems

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!

Compensation

The compensation for this position is $55,000 annually and a benefits package.

How to Apply

To request accommodations in the application or hiring process, please notify NMWA’s Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.