

Job Announcement

Development Associate/Full-Time Temporary

Position Summary

The National Museum of Women in the Arts seeks an energetic Development Associate to oversee day-to-day responsibilities related to NMWA's planned giving program, and solicitation and stewardship activities related to the Board of Trustees and the NMWA Advisory Board. In this position the Development Associate supports NMWA's Director of Development and Development Consultants with prospect research, scheduling visits, solicitations, proposals, acknowledgements, updating donor records and reporting. Additional responsibilities include drafting donor communications, coordinating planned giving and stewardship mailings and assisting with donor relations.

This is a full-time, temporary position for a duration of 6 months through June 30, 2025, and carries the possibility of further extensions and/or conversion to permanent. This position has no direct reports.

Responsibilities

Planned giving:

- Support the Director of Development and Planned Giving Consultant in implementing strategy for planned giving prospect cultivation and donor visits, coordinate prospect identification, outreach, follow-up materials, and record all activity in Tessitura.
- Pull call and prospect lists from Tessitura for outreach from Planned Giving Consultant.
- Coordinate planned giving mailings, special stewardship mailings, and donor recognition lists.
- Field and follow up on leads and inquiries related to planned giving.
- Coordinate the administering and acknowledgement of planned gifts and bequests, including accurate updating of plans and donor records in CRM and maintaining thorough paper files on planned gifts.
- Process and track planned giving expenses, ensuring supporting materials (invoices/receipts) are properly coded and saved.

Development support:

- Merge and mail annual giving letters to the Board of Trustees, track responses; and prepare gift acknowledgments and keep accurate donor records in Tessitura.
- Merge and mail monthly renewal letter and acknowledgements for the NMWA Advisory Board.

- Assist with donor thank you calls as needed.
- Assist with gathering materials for board reports and ad hoc data hygiene projects.
- Conduct prospect research as needed.
- Process and track related expenses, ensuring supporting materials (invoices/receipts) are properly coded and saved.
- Assist with review of donor and invitation lists for accuracy.
- Support department for events, mailings, and special campaigns.
- Other duties as assigned.

Qualifications

This position requires an undergraduate degree with at least **three years** of related development experience. The ideal candidate will have the following qualifications:

- Experience using CRMs a must, Tessitura a plus
- Microsoft Word and Microsoft Excel high proficiency is required
- Basic Photoshop, Adobe, or other graphics software experience
- Previous experience in a fundraising office preferred, though transferrable skills are appreciated
- Exceptional attention to detail
- Strong written, verbal, and interpersonal communication skills, including willingness to speak with donors
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly
- Ability to work independently and with a team
- Willingness to learn and ask questions
- Flexible, "can-do" demeanor essential

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 salary range for this position is \$58,000 to \$60,000 annually commensurate with experience and includes a benefits package.

How to Apply

Please apply through NMWA's online [job application portal](#). 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, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex,

sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, DC, Maryland, or Virginia. Candidates must be legally eligible to work in the US without visa sponsorship by NMWA.