

# MAM

<b>POSITION TITLE:</b>	<b>Development Associate, Major Gifts &amp; Grants</b>
<b>DEPARTMENT:</b>	Development
<b>SUPERVISOR:</b>	Assistant Director, Major Gifts and Assistant Director Government, Foundation and Government Relations
<b>DIRECT REPORTS:</b>	None
<b>POSITION LEVEL:</b>	Full-time, benefits

## **POSITION DESCRIPTION:**

The Development Associate, Major Gifts and Grants is responsible for researching, updating, and maintaining records for the Major Gifts and Institutional Giving programs. The Montclair Art Museum is committed to advancing these two programs and this position is essential to their growth. This position provides administrative and operational support to the major donor program (donors capable of giving \$5,000+ annually) and the government, foundation, and corporate grants program.

## **ESSENTIAL RESPONSIBILITIES:**

### **1. Support Major Gifts administration and operations (60% of time):**

Assist the Assistant Director, Major Gifts, as required, with the following:

- a. Donor Management:
  - i. Prepare pledge reminders on a monthly basis
  - ii. Gift processing and preparation of donor acknowledgement letters within 48 hours
  - iii. Maintain and update donor files in a timely manner
  - iv. Assist with annual preparation of Trustee bundled giving requests
  - v. Prepare Trustee statements 3-4 times a year
- b. Conduct prospect research, as requested
- c. Database management (share responsibility for database maintenance)
  - i. Help manage coding and standards for donor/prospect tracking (including maintaining Trustee terms)
  - ii. Pull and create lists, reports, queries, etc.
- d. Financial reporting:
  - i. Prepare financial and statistical reports, as requested
  - ii. Weekly Trustee Giving Report
  - iii. Work with Finance Department to reconcile Development revenue and expenses
- e. Cultivation Events
  - i. Help coordinate ongoing cultivation events

## **2. Support Institutional Giving and its operation (40% of time)**

Assist the Assistant Director, Corporate, Foundation, and Government Relations, as required, with the following:

- a. Prospect research, including the creation of a family foundation plan
- b. Proposal development and reporting
- c. Grant tracking and stewardship

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree, with one to two years related non-profit fundraising experience highly preferred
- Excellent organizational skills, attention to detail
- Proficient in financial reporting
- Strong verbal communication and writing skills
- Proficient in Microsoft Suite, database software (Candid/Foundation Center) and wealth screening systems (Wealth Engine), and working knowledge of Tessitura or other donor relationship management software a plus
- Ability to function well in a fast-paced environment, with speed and accuracy under pressure
- Commitment to non-profits and interest in museums and art education a plus
- Friendly manner, ability to work in a team, discretion
- Must be flexible to work at events and meetings outside of regular working hours.

### **WORKING CONDITIONS:**

**Physical demands:** occasional long work-week with morning and evening meetings; sitting, walking, standing, climbing stairs, lifting no more than 5–10 lbs.

**Special environmental factors:** largely sedentary work

**Applications** Please submit a cover letter and resume with a list of references to [developmentpositions@montclairartmuseum.org](mailto:developmentpositions@montclairartmuseum.org) with the subject: Development Associate, Major Gifts and Grants. No phone calls please.

*The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.*