

MAM

POSITION TITLE:	Development Associate, Major Gifts & Grants
DEPARTMENT:	Development
SUPERVISOR:	Assistant Director, Major Gifts and Associate Director of Institutional Relations
DIRECT REPORTS:	None
POSITION LEVEL:	Full-time, benefits

POSITION DESCRIPTION:

The Development Associate, Major Gifts & 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: gift processing; prepare pledge reminders and donor statements
 - b. Conduct prospect research, as requested
 - c. Database management (shared responsibility for database maintenance)
 - d. Prepare financial and statistical reports, as requested
 - e. Help coordinate cultivation events

- 2. Support Institutional Giving and its operation (40% of time)**
Assist the Associate Director of Institutional Relations, as required, with the following:
 - a. Grant administration and stewardship
 - b. Proposal development and reporting
 - c. Prospect research, including the creation of a family foundation plan

MINIMUM QUALIFICATIONS:

- Bachelor's degree, with one to two years related non-profit fundraising experience highly preferred
- Excellent organizational skills, attention to detail
- Proficiency in financial reporting
- Strong verbal communication and writing skills
- Proficiency in Microsoft Suite, database software (Candid/Foundation Center)

and wealth screening systems (Wealth Engine); 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
- Flexibility to work at events and meetings outside of regular working hours is required
- This is a hybrid role: must be able work in the office three days per week; the other two days may be completed from home

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 with the subject: Development Associate, Major Gifts & 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.