



Montclair Art Museum  
 3 South Mountain Ave. Montclair, NJ 07042  
 973-746-5555 / montclairartmuseum.org

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Development Assistant</b>
<b>DEPARTMENT:</b>	Development
<b>DIRECT REPORTS:</b>	None
<b>ANNUAL COMPENSATION:</b>	\$40,000
<b>LAST REVISION DATE:</b>	April 2026

We seek a passionate, creative, and team-oriented individual to join one of the best museums in North Jersey. The Development Assistant works closely with managers across the Development team to provide logistical and administrative support across a range of fundraising activities, with a primary focus on membership. The Development department is responsible for all fundraising initiatives and events, stewarding relationships with donors and community supporters, and serving as a vital connector between MAM and the communities we serve.

**ESSENTIAL RESPONSIBILITIES:**

- Provide broad administrative and logistical support across the Development department as needed
- Process gifts across all giving types—including memberships, Annual Fund, special events, gift-in-kind forms, and ticket purchases—and prepare formal acknowledgment letters
- Prepare and process invoices for pledges and commitments across development programs, ensuring accuracy and timeliness
- Data entry for all gift types, including address and biographical updates, donor coding, and account corrections
- Assist with database management, including duplicate account removal and account corrections
- Maintain current knowledge of tax deductibility guidelines across all gift types to ensure compliance and provide accurate information to donors
- Assist with membership renewal mailings and digital renewals; manage weekly membership card printing and digital card updates
- Manage the complimentary membership program, including prospect targeting and request fulfillment
- Administer the library membership program
- Maintain membership materials and inventory
- Respond to donor inquiries via phone, email, and mail regarding payments, benefits, events, and activities
- Prepare and update monthly reports
- Manage RSVPs for development events

**QUALIFICATIONS:**

- Bachelor's degree with some administrative experience preferred; candidates with an interest in nonprofit fundraising and the arts strongly encouraged to apply
- Superb customer service and organizational skills, attention to detail
- Highly proficient in Microsoft Office
- Comfort with data entry and database systems preferred
- Strong technology skills and general computer literacy

- Able to function well in a fast-paced environment; Speed and accuracy under pressure.
- Proactive, self-motivated personality.
- Strong verbal communication and writing skills
- Ability to work in a team, discretion
- Must be flexible to work at events and meetings outside of regular working hours

### **WORKING CONDITIONS:**

Full-time, Monday–Friday, 40 hours weekly, with occasional evenings and weekends for special events and meetings. Largely sedentary work; sitting, walking, standing, climbing stairs, lifting no more than 5–10 lbs.

MAM offers a flexible work environment. This is a hybrid position with at least three days weekly in the office. The other two days may be remote. Includes benefits and vacation package.

### **APPLICATIONS:**

Please submit a cover letter and resume with a list of references to employment@montclairartmuseum.org with the subject: Development Assistant. No phone calls, please.

*Because we know that no one will meet 100% of what is expected for any role and that applicants may have other relevant experience or training that may make them suitable for consideration, we encourage all applicants to apply if much of this description describes you.*

### **About the Montclair Art Museum**

Located in Montclair, New Jersey, the Montclair Art Museum holds a collection of more than 14,000 works of American art, including one of the largest Native American art collections on the East Coast with approximately 4,000 works. The continually evolving collection has been widely recognized for its quality and depth. It features work by a range of artists from across the United States and Native North America dating from the 18th to the 21st centuries. The Museum has significant holdings of the work of George Inness and works by major artists across the history of American art. MAM has been a leader in collecting and exhibiting works by underrepresented artists and artists living and working in New Jersey. Since 2000, through gifts and acquisitions, the Museum has expanded its collection of contemporary and modern art as well as its holdings in photography, including such artist as Sarah Sze, Kara Walker, Derrick Adams, Adebunmi Gbadebo, Alteronce Gumby, Catherine Opie, Camila Falquez, and Nick Galanin, among many others.

*The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all 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.*