Position: Development Associate

Job Classification: Full-time, Non-exempt (40 hrs/week)

Reports to: (1a) Director of Leadership Giving, New Mexico Museum of Art and (2a) Director of Leadership Giving, Museum of Indian Arts and Culture and Office of Archeological Studies; (1b) Director of Leadership Giving, Museum of International Folk Art and (2b) Director of Leadership Giving, Museum of New Mexico History and Historic Sites.

General Summary

The Development Associate is a key member of the Museum of New Mexico Foundation (MNMF) development team. This individual contributes to the Foundation’s efforts to secure gifts for the Exhibition Development Fund, Education Fund, campaigns and special programs for the museums/divisions. Responsibilities include gift and pledge reporting using Salesforce database; donor communications, including fundraising appeals and stewardship mailings; campaign reporting and list development; prospect research; and fundraising event planning, implementation and follow-up. The associate works collaboratively with the Foundation’s overall development, membership, and acknowledgement teams.

Essential Functions & Responsibilities

- Work to support the achievement of Leadership Giving metrics for donor participation and giving for the Exhibition Development Fund, Education Fund, campaigns, and special programs as outlined in the MNMF Fund Development Plan.
- Schedule tours, events and meetings related to campaigns and major gift fundraising.
  - Generate and maintain extensive prospect lists from the database and other sources.
- Perform research on individuals including campaign prospects, event invitees/attendees, and corporations. Create and update research reports and enter their data into Salesforce.
- Track and maintain prospect and donor activity and campaign performance in reports to leadership. Use Moves Management system to chart plans and actions on a donor by donor basis.
  - Create monthly donor reports for museum directors.
  - Create the daily gift log and monthly gift report in coordination with another Development Associate.
  - Manage the trustee giving spreadsheet in coordination with another Development Associate.
  - Manage the high-wealth prospect qualification list.
- Maintain campaign related records, budgetary expenditures, and materials.
  - Record and track all spending for campaigns, appeals, and initiatives.
- Work collaboratively with the development team to prepare gift proposals, solicitation plans, donor correspondence, stewardship and other reports, and lists for fundraising initiatives.
  - Create and coordinate the annual tax letters for select donors.
  - Coordinate production of collateral materials with outside contractors (design, printing, etc.) for website updates and marketing communications projects.
  - Compile and maintain campaign materials.
- Assist with the coordination of major gift cultivation and stewardship events/meetings, including: scheduling, preparing agendas, setting up rooms, taking meeting notes, and performing follow-up.
Manage pledge reminder schedule, send reminders, and provide donor recognition per gift agreements and appeal commitments.

Assist with appeal creation, list generation, implementation, and response tracking for multi-channel direct marketing campaigns and appeals.

Utilize project management software.

Provide support to Friends groups, including creation of monthly reports on Friends membership, and attend meetings as needed.

Manage planned giving lists, prospects, database updates, and hard-copy files, and provide support on correspondence and event organization.

Assist with writing planned campaign materials.

Prepare and present weekly status reports to supervisors.

Perform other duties as appropriate and required.

**Required Skills & Experience**

- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint
- Experience with database systems and/or CRMs, like Salesforce and Raiser’s Edge
- Experience or demonstrated ability to learn new software, such as those for event ticketing, prospect research, project planning, online auctions, and others
- Strong interpersonal skills, in addition to excellent verbal and written communications skills
- Ability to maintain a high level of professionalism at all times, maintain donor and volunteer confidentiality at all times and communicate effectively with members, donors, and volunteers
- Outstanding organizational and planning skills
- The ability to be an informed and articulate spokesperson for the Foundation and its divisions, and a passionate advocate for philanthropy and the organization
- Detail-oriented and capable of owning a project and managing it to successful completion

**Other Requirements**

- NM driver’s license and ability to attend offsite meetings and events
- Able to work some weekends and evenings, often at offsite locations

**Salary & Benefits**

- Salary commensurate with skills and experience, in the general range of $40,000/year
- Medical and dental insurance options (80% of premiums covered by employer)
- Life and long-term disability insurance
- Generous paid time off
- 401(a) and 403(b) retirement options
- Complimentary Museum of New Mexico Sponsor-level membership

*Includes membership for two adults, and up to four children under age 18, along with membership in the North American Reciprocal Museum (NARM) Association.*

**To Apply**

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including “Development Associate” in the subject line of your e-mail. *No phone calls please.*

The Museum of New Mexico Foundation is an equal opportunity employer.