



Position: Development Associate

Department: Development

Job Classification: Full-time; Non-exempt

Reports to: Director of Leadership Giving for the New Mexico Museum of Art

Posted: June 23, 2021

General Summary

The Development Associate is a key member of the Museum of New Mexico Foundation's (MNMF) development team. This individual contributes to the Foundation's efforts to secure gifts for six New Mexico Department of Cultural Affairs institutions (Museum of Indian Arts and Culture, Museum of International Folk Art, New Mexico History Museum, New Mexico Museum of Art, New Mexico Historic Sites, and the Office of Archaeological Studies) across four areas: the Exhibition Development Fund, Education Fund, campaigns and special programs.

Responsibilities include gift and pledge reporting, donor communications, fundraising appeals and stewardship mailings, campaign reporting and list development, prospect research, and fundraising event planning. The associate works collaboratively with other departments, including membership and finance/operations.

Essential Functions & Responsibilities

- Support Leadership Giving goals for donor engagement 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.
- Responsible for the monthly donor reports and gift report.
- Responsible for the daily gift log, which includes donor intent verification, interfacing internally with the finance department to assure accuracy.
- Manage the trustee giving spreadsheet.
- Work collaboratively with the development team to prepare gift proposals, solicitation plans, donor correspondence, stewardship and other reports, and lists for fundraising initiatives.
- 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, invitations, preparing agendas, setting up rooms, taking meeting notes, tracking and managing attendees, and performing follow-up.
- Assist with the pledge reminder schedule, reminders, and 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.
- Provide support to four Friends groups, including creation of monthly reports on Friends membership, and attend meetings as needed.
- Assist with planned giving lists, prospects, database updates, and hard-copy files, and provide support on correspondence and event organization.
- Prepare and present weekly status reports for weekly development and membership meetings.
- Perform other duties as appropriate and required.

Required Skills & Experience

- Excellent computer skills, including proficiency in Outlook, Word, Excel, PowerPoint
- Experience with database systems (i.e., Salesforce)
- Experience or demonstrated ability to learn new software, such as those for event ticketing, prospect research, project planning, online auctions, and others (i.e., Eventbrite)
- 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 a varied audience
- 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
- Has necessary transportation to attend offsite meetings and events.

Salary & Benefits

- Salary commensurate with skills and experience, in the general range of \$45,000 - \$55,000/yr
- Medical and dental insurance options
- 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 DevAssoc@museumfoundation.org, including “Development Associate” in the subject line of your e-mail. *No phone calls please.*

Applications will be accepted until the position has been filled.

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