



Job Posting: Development Associate

Status: Full-time; Hourly

Salary: \$23.75 – \$25.00 per hour

Join us in shaping the future of the Museum of New Mexico system.

We are looking for a Development Associate to contribute 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 and Vadem Contemporary, New Mexico Historic Sites, and the Office of Archaeological Studies. The Development Associate works collaboratively with other departments, including Membership and Finance & Operations.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives. Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

What you'll do

- Provide support to four Directors of Leadership Giving with day-to-day tasks and special projects as needed.
- Conducts prospect research, including generating and maintaining prospect lists in CRM database (Salesforce).
- Performs account maintenance and updates in CRM database including contact details and prospect information.
- Schedules tours, events, and meetings related to campaigns and major gift fundraising.
- Manages a daily gift log, including donor intent verification and interfacing with the Finance Department to ensure accuracy of financial information.
- Coordinates production of collateral materials with outside contractors (design, printing, etc.) for Development Department projects.
- Coordinates Development Department meeting scheduling and Eventbrite management.
- Provides fundraising event support.
- Performs other duties as assigned.

What you'll bring

- Strong interpersonal skills, including ability to maintain a high level of professionalism at all times
- Proven ability to maintain donor, volunteer, and member confidentiality at all times
- Excellent planning and organizational skills

- Proven ability to work independently on tasks and ability to see them through to completion.
- Ability to be an informed and articulate spokesperson for the Foundation and the divisions, and to be a passionate advocate for philanthropy.
- Effective communication with donors, members, and volunteers.

Required qualifications

- Minimum of one year's experience in a Development role or equivalent role.
- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint
- Experience with data entry, generating reports, and maintaining accounts in a CRM database (e.g. Salesforce)
- Experience with, or demonstrated ability to learn, new software for uses such as event ticketing, prospect research, project planning, and online auctions (e.g. Eventbrite)
- Current and valid driver's license and your own transportation to attend offsite meetings and events

Why you should join us

Benefits. 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and \$50,000 of life insurance at no cost to you.

Museum membership. Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

Mission-driven work. Our role and impact in supporting one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

How 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. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.