

Development Associate

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| Department: | Development | FLSA Status: | Exempt |
| Reports To: | Executive Director | Effective Date: | September 2024 |

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Works with the Executive Director, Staff and Board to identify, define and acquire funding for the Museum through corporate, foundation, government and individual sources, such as memberships, grants, sponsorships, and contributions, to meet and exceed budget. Serves in donor relations capacity through coordination of BAM’s database and stewardship activities. Prepares and edits written materials for fundraising and communications, and other documents as requested.

Essential Duties and Responsibilities

Grant Management

- Develops, writes, and submits grant proposals for funds from private foundations, corporations, and government agencies. Writes and submits acknowledgement letters and interim and final reports.
- Identifies, writes and oversees federal grants processes through grants.gov. Maintains institutional account on grants.gov.
- Researches public and private grant agencies, foundations, and corporations to identify potential sources of funding for exhibitions and Museum programs.
- Develops and maintains grant and sponsor funding calendar and cycle, including dates for interim and final reports, ensuring all deadlines are met.
- Writes and edits sponsorship proposals for sponsorship solicitation. Prepares acknowledgement letters and sponsor reports.
- Provides data for, writes persuasively and informationally and/or edits written materials for fundraising and communications such as case statements, annual appeals, print and e-newsletters, press releases, brochures and annual reports.
- Maintains accurate and up-to-date records of grants, sponsorships, memberships, and donations, including acknowledgement letters and other correspondence.
- Establishes protocol for database entry and management to ensure integrity of data across all fund development activities. Trains staff on appropriate protocol. Maintains the donor database for accurate tracking of sponsor and grant support as well as memberships and donations to the Museum, with an eye toward proper notations and documentation.
- Participates in planning to determine funding needs and strategies.
- Participates in the development of annual budget.
- Participates in writing and editing Museum materials such as strategic plans, personnel manuals, and giving policies, as well as website content, as requested by supervisor.
- Updates online institutional information on “charity watch” sites such as Guidestar and Charity Navigator.

Art in the Park Sponsorships

- Oversees and leads sponsorships for Art in the Park including solicitation, securing commitments, tracking, and providing promised benefits.
- Maximizes revenue in negotiations by clearly and persuasively communicating the benefits to sponsors.
- Identifies potential new sponsors and secures new sponsors through connections from the Board of Trustees as well as community research.

Membership Recruitment & Retention

- Works in communication with the Executive Director to design, implement, and coordinate membership recruitment and retention plan for individual and corporate members.
- In conjunction with the overall marketing and membership plan, markets and promotes membership in the community, off-site, through collaboration and other networking opportunities.
- Organizes and manages direct mail campaigns and special activities to reach potential members and to coordinate membership drives.
- Manages all membership-related activities including events, annual campaigns, membership contacts and surveys.
- Coordinates and staffs membership table at BAM and other locations, as directed and self-directed through approved membership recruitment plan, to ensure membership presence at all BAM events as well as at other community events.
- Serves as membership advocate and brings new ideas for member benefits, member acquisition, and member retention on a regular basis. Identifies and obtains member “perks” to enrich membership benefits and build relationships in the community.
- Networks with other art museum membership professionals to stay informed about trends in the field and gain best practices in museum member recruitment and retention.
- Trains Board of Trustees for membership sales during Art in the Park in the Welcome Centers.
- Trains and educates staff on membership sales and membership drives.
- Responds to and tracks requests for donations of memberships or guest passes from community organizations.
- Heads membership campaigns, activities, events and revenues.
- Is responsible for increasing membership through stewardship, retention, and upgrades.
- Coordinates lists for the Board of Trustees thank-you and welcome calls.
- Prepares statistical reports identifying new members, lapsed members, member upgrades, and member prospects.
- Analyzes membership reports to determine areas of growth and decline.
- Drafts content for membership materials and promotions.
- Collaborates with Marketing and Design Manager to develop the membership content of social media posts and e-newsletters for membership communications and membership recruitment.

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| Additional Responsibilities |
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- Other duties as assigned.

Minimum Requirements

Minimum of five (5) years of experience in fund development with a focus on fundraising campaigns, writing grants, and obtaining sponsorships. Composition and language skills in technical and persuasive writing in grant and sponsor proposals. Competency with desktop computer, presentation software, and database applications. Proficiency with grants.gov platform.

Education Requirements

BA or BS in related topic. MA in related topic beneficial. Minimum of five (5) years of related experience as a grant writer, development specialist, or equivalent combination of education and experience.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee occasionally required to stoop, kneel, crouch or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate. Sometimes evening and weekend work is required. Work requires ability to set and meet deadlines. This position does not require routine or regular engagement in interstate commerce.