



Development Associate

The Cahoon Museum seeks a Development Associate to join our development team to assist in supporting the museum's fundraising and donor cultivation goals. This position is responsible for processing gifts and donations, maintaining the membership program, producing reports and lists, supporting annual fund initiatives, and assisting with events. The Development Associate provides administrative support to the development department and helps maintain the museum's donor database by ensuring integrity and accuracy of records.

The Development Associate will report directly to the Executive Director with further oversight from and collaboration with the Deputy Director and Information Services Manager. This is a part-time position (25-28) hours per week, non-exempt.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Acknowledgements and Membership Program

- Fulfill donor database entry for memberships and other fundraising related gifts
- Generate gift and donation acknowledgements accurately and in a timely manner
- Process membership requests and renewals; generate membership acknowledgements and membership cards
- Work with development department team to develop strategies to increase revenue through annual giving, membership, and events

Development Administration

- Enter and maintain accurate records in the database according to standard operating procedures and best practices
- Produce and update a wide variety of departmental reports and lists
- Assist with development mailings; coordinate bulk mailings for both membership and gift solicitations
- Maintain development files, digital and paper
- Assist in the management of ticket sale/reservation process for development department special events and member's receptions
- Record meeting minutes for all development office committee meetings
- Draft simple correspondence
- Provide administrative support as necessary to the development department in areas of phone support, general office errands, maintaining supplies for the office and filing

Events

- Participate in event planning and implementation
- Assist in managing and tracking ad sales, sponsorships, volunteer coordination, and site arrangements as necessary for special events
- Enter and maintain data records for activities, event attendance, conversation notes, and other information

Minimum Qualifications (Knowledge, Skills, and Abilities)

- BA/BS required
- Demonstrated proficiency with database systems and software; high degree of literacy with Microsoft Office (including Word and Excel) and CRMs, Altru or Raiser's Edge experience preferred
- Accuracy, attention to detail, and ability to follow processes are essential
- Positive attitude and an adaptive and collaborative approach
- Ability to be discreet and handle confidential information
- Must be able to work occasional evenings and weekends during special events

About The Cahoon Museum of American Art

The Cahoon Museum of American Art is a community supported non-profit art museum with a mission of serving the community through education and enjoyment of the arts.

Application Process and Additional Information

Please email your resume and cover letter expressing your interest and qualifications to employment@cahoonmuseum.org. Applications will be accepted until the position is filled. No phone calls please.

Equal Opportunity Employer

The Cahoon Museum of American Art provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal state or local laws