



Association of Art Museum Curators & AAMC Foundation

## **Development Manager**

We are seeking diverse, qualified candidates to apply for the role of Development Manager at the Association of Art Museum Curators (AAMC) and AAMC Foundation. As the organization continues its forward momentum, we want to secure a team member that is engaged in our mission and will work collaboratively to achieve our goals. A minimum of two - three years full-time experience in a fundraising position within the cultural sector is required.

The Development Manager plays a critical role in advancing our fundraising activities and board engagement. They will assist in executing our vision and strategy to increase revenue by conceiving, executing, and expanding all aspects of our development activities, including restricted and unrestricted support from individual, foundation, and corporate donors.

As a small organization, each team member is relied upon as part of a whole and we only function properly when all team members are performing at their best. The position reports to the Executive Director (ED). The ideal candidate will be extremely detail oriented, thoughtful in considering the organization's larger goals, and be a supportive participant in our fundraising efforts. Primary areas of focus include:

- \*Support all fundraising management, across individual, corporate, membership, foundation, annual appeal, and Board giving.
- \*Create and execute solicitations, acknowledgements, and regular communications.
- \*Write and submit grant applications and reports, as well as manage submission portals.
- \*Secure accurate listings, process gifts, manage invitation/ mailing lists, and more.
- \*Develop, in coordination with Executive Director, annual fund appeals.
- \*Oversee grants, including tracking and submitting grant reports and information, gathering and tracking data, updating required information, and ensuring accurate grant portal access.
- \*Manage administrative projects including funder prospect research, database entry, and more.
- \*Maintain individual, government and private foundation, and corporate and advertiser donor files/records, track gifts & meet deliverables, including final reports, budget tracking, and more.
- \*Oversee logistics, production, and execution of fundraising and donor related events, including our salon series.
- \*Ensure recognition of donors (corporate, individual, foundation) is correct & updated in print & online, and provided as needed for all communications.
- \*Create & maintain Board of Trustee, Committee, & Task Force rosters, meeting minutes & other associated documents, including taking & preparing Board Meeting minutes.
- \*Maintain & manage all calendars related to fundraising, particularly grant cycles and donor renewals, board and committees, as well as development activities for the internal team.



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- \*Work closely with ED on outreach to donors, as well as with Board members, particularly the VP of Fundraising, Fundraising Committee and Board President.
- \*Assist with annual Art Curators Conference, specifically with sponsorship and advertisers, and in other ways as directed.
- \*Coordinate with clients, board, consultants, and staff.
- \*Provide information for e-communications as requested.
- \*Maintain organizational VIP list.

### **REQUIRED ATTRIBUTES & SKILLS**

- \*Exceptional oral and written communications that are clear, consistent, and concise.
- \*Proactive and efficacious when working independently.
- \*Capable multitasker, working fluidly between areas of focus, while producing a high quality of work.
- \*A strong overall work ethic.
- \*A fully developed and advanced time management skill set.
- \*Strong problem-solving abilities.
- \*Financial aptitude.
- \*Acumen to meet changing deadlines.
- \*Skilled in Mac office programs, particularly adept at Excel.
- \*Experienced with platforms such as Zoom, Google Drive, Submittable, Adobe Creative Suite, SurveyMonkey and others.
- \*Familiarity and interest in the curatorial and museum community.

### **APPLICATION**

Please send required material to [jobs@artcurators.org](mailto:jobs@artcurators.org) with the position title in the subject line. Any submissions without a cover letter & resume as attachments will not be considered. We do not accept phone inquiries.

### **ADDITIONAL INFORMATION**

- \*Salary is based on experience, and is capped at \$65,000, with a generous benefits package.
- \*The position is 40 hours a week, Monday – Friday, 10am-6pm, with occasional evening and weekend work and travel, within the US and Canada.
- \*The offices are located in Manhattan, NYC, and there is not relocation funding available. Our current office location is on the Upper East Side and will relocate to mid-town in August 2021.
- \*The individual will join the full time Executive Director, Program Manager, Administrator and part-time Consultant and Contract individuals, in a quiet office setting.



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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this role. Duties, responsibilities, and activities may change at any time with or without notice. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and scanners.

The position reports to an ADA compliant office. AAMC & AAMC Foundation provide equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.