



Huntsville Museum of Art

HUNTSVILLE MUSEUM OF ART

JOB TITLE: Development Associate

Department: Development

Reports to: Director of Development

FLSA Classification: Non-Exempt/Hourly- 20 hours/week

RESPONSIBILITIES:

General Development

- Generate acknowledgement and correspondence letters in a timely manner:
 - In-Kind, Campaign Gifts, Honorariums/Memorials
 - Gala
 - HMA Guild events
- Maintain donor database and provides statistical reports on development activities
- Preserve hard copies and archives of donor acknowledgment letters, archiving them at the end of each fiscal year.
- Generate Raiser's Edge development reports for *ArtViews* and manage list review
- Oversee in-kind requests to community events
- Updated Raiser's Edge records with event attendees; manage solicitations of non-members.
- Undertake various special requests as assigned by Development Director
- Assist in all fundraising efforts within the department
- Provide support as-needed for exhibition openings, speaker events and annual Gala events, including sponsor slides and check-in duties.
- Maintain the guest list / ticket purchaser information for Exhibition Opening events and Voices of Our Time speaking events.
- Develop biannual Exhibition Brochure (tri-fold) as a Development and Guest Services tool, working with marketing and curatorial for exhibition and event information.
- Maintain the Executive Director's private VIP mailing list – editing and preparing it for periodic mailings.
- Attend Foundation Board meetings to take minutes and assist the Development Director with Skating in the Park tasks, i.e. ordering and mailing thank you notes and passes to sponsors.

Membership

- Work with Development Director and Membership Associate to analyze current practices and policies
- Responsible for Leadership-Level Memberships; ensure Members are thanked and receive benefits in a timely manner; meet with Development Committee to assign thank you notes
- Update Membership forms and letters as needed to reflect current exhibitions/events

- Ensure all membership materials are stocked and up-to-date in the Guest Services Lobby area.
- Order department materials and supplies, i.e. admission passes, various envelopes, renewal forms, renewal inserts
- Manage record updates in Raiser's Edge
- Produce Gift Membership materials
- Send Membership solicitation packets to non-members who attend events at HMA, or who visit with an admission pass
- Produce monthly Survey mailing to Expired members

Annual Giving

- Plan, organize and strategize Annual Giving initiatives by Fiscal Year
- Generate appeal solicitations and materials for 3 mailings per year; manage the mailing process
- Oversee Annual Giving acknowledgement process and ensure donors are thanked in a timely manner
- Manage Annual Giving listing on printed materials
- Run Raiser's Edge Annual Giving comparison reports as requested by Executive Director

REQUIREMENTS

Training and Experience

- Bachelor's degree required in professionally appropriate field
- 3-5 years professional experience in non-profit development position preferred
- Broad knowledge of fundraising, annual giving campaigns and membership programs preferred
- Proficiency in Microsoft Word, Excel and PowerPoint, working knowledge of Adobe Creative software is helpful
- Database management experience – Raiser's Edge (or Blackbaud software) preferred

Abilities and Skills

- Professional judgment appropriate for representing the Museum's interest to potential major supporters
- Highly developed writing and communication skills
- Ability and temperament to communicate and work effectively with Museum constituencies and staff
- Enthusiastic and positive attitude
- Attention to detail and accuracy
- Must be disciplined, well-organized person capable of working on several projects simultaneously, and with judgment to schedule and complete concurrent short-term and long-term priorities
- Ability to work independently with little supervision
- Excellent interpersonal skills

The above responsibilities are generalizations to describe the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in the position.