

## **Development Associate**

Status: Full Time, Non-Exempt

Reports to: Associate Director of Institutional Advancement and Executive Director

Date Posted: June 2024

Salary: \$45,000 - \$50,000

### **Summary:**

The Development Associate supports all fundraising and special events initiatives at the Museum under the direction of the Associate Director of Institutional Advancement and provides administrative support for the Executive Director. The Associate will have direct oversight of the ED's calendar, travel, development, and administrative needs and will act as liaison with staff, Trustees, Emeriti, Director's Circle members, and external contacts. They will perform a wide variety of administrative tasks involving initiative, discretion, and independent judgment.

### **Responsibilities:**

#### **Administrative work for Executive Director and the Board of Trustees**

- Coordinate Board of Trustee, Emeriti, Director's Circle, and Trustee Committee meetings and events.
- Support production and distribution of Trustee Board materials.
- Manage logistics and attendance for Trustee meetings and events and distribute meeting agendas and minutes.
- Provide administrative support to the Executive Director (ED), including managing her schedule and contacts, setting up appointments, and coordinating internal and external meetings.

#### **Fundraising and Membership**

- Research and prepare grant proposals.
- Assist with grant reporting and tracking.
- Work with colleagues to plan and manage exhibition-related events and openings, including Saturday evening *First Look*, Upper Level Member Preview, and Sunday Member Breakfasts.
- Support the Associate Director of Institutional Advancement to plan and execute the Annual Appeal.
- Assist the Development team with maintenance of the Donor Database, Membership Management, and Campaign solicitations.
- Additional related assignments as directed.

#### **Special Events**

- Collaborate with the Associate Director of Institutional Advancement and the ED to plan and manage Special Events and Cultivation Events. Support and attend all special events and meetings, including on nights and weekends.
- Events include the Gala, Himmel Award and Luncheon, Monthly Director's Circle events at the KMA and offsite, 2 annual Director's Circle trips, exhibition-related events at the KMA and offsite Trustee and Emeriti events at the KMA and offsite, Summer Series events at the KMA, and other events.

#### **Administrative Work related to Events**

- Produce Run of Show documents with schedules, timelines, staffing and all details for events.
- Maintain event RSVP lists.
- Create, maintain, and segment lists for email and print mail invitations as needed.
- Manage Guest Services Associate staff members for events including set up, during events and break down. This includes working with Guest Services Staff and artists, speakers, performers, and technicians to ensure that supplies/materials, IT & A/V set-up needs are met; maintain an orderly inventory of technology for easy access.
- Build relationships with KMA community members, as well as with other institutions and organizations within Westchester County.
- Write special event descriptions for website, press releases, and KMA newsletter.
- Set up and facilitate virtual programs using platforms such as Zoom, Facebook, Instagram, Etc.
- Record and/or livestream onsite and virtual programs to create video resources for internal and external usage.

### **Budget**

- Create event budgets in consultation with the Associate Director of Institutional Advancement and regularly monitor and report budget updates for all events.
- Create, maintain, and present final event Profit & Loss statements for each event.
- Negotiate, competitively bid, and administer vendor contracts.

### **QUALIFICATIONS**

- M.A. in Art History or related field. A minimum of two years of development and/or fundraising experience at a non-profit institution or museum, is preferred.
- Facility with donor database management and utilization, preferably eTapestry.
- Strategic thinker with excellent verbal and written skills.
- Collegial team player: ability to work on multiple projects simultaneously.
- Proficiency with Word, Excel, Outlook, Constant Contact, and Network for good.
- Experience with basic budget and P&L creation.
- Exceptional planning and project management skills.

### **Employment Benefits:**

The Museum offers a comprehensive roster of benefits, including medical and dental insurance, retirement plan, paid holiday and vacation time, and hybrid work opportunities, among other benefits.

### **Application:**

Interested candidates should submit a cover letter and CV to [jobs@katonahmuseum.org](mailto:jobs@katonahmuseum.org), include "Development Associate" in the subject line, and indicate where you saw the job posted.

The Katonah Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, gender, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. Applications from BIPOC, persons with disabilities, women, LGBTQ+, and other underrepresented applicants are encouraged.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this role.

### **About the Katonah Museum of Art:**

About 50 miles north of New York City, on the Metro North Harlem Line, the KMA is located in Katonah, New York, a hamlet in the Town of Bedford with a rich historical past and a vibrant present. Katonah is a walkable town with main street vitality, a burgeoning gallery scene, and an abundance of community-organized cultural programming. It is also home to the Caramoor Center for Music and the Arts and the John Jay Homestead, and is positioned as a gateway to the Hudson Valley.

Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. Dedicated to the promotion and understanding of visual art and cultural heritage through exhibitions and education programs, the KMA is committed to presenting exceptional art from across cultures and time periods, from pre-modern to contemporary. The KMA mounts three to four exhibitions annually, covering a broad range of art and humanities while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, films, workshops, concerts, and other events for a general audience and presents innovative and substantive programs for over 100 member schools.

The Pollack Family Learning Center is the one of the only interactive spaces in Westchester County where children can come on a daily basis to explore and create art. Designed by eminent Modernist architect Edward Larrabee Barnes, the intimate museum building is nestled in the surrounding landscape, inviting light and natural beauty to its atrium and galleries. It perfectly ascribes to Barnes's ideals of simplicity and functionality. The Katonah Museum of Art serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, and the Tri-State Area.