



## Development Associate

Status: Full Time, non-Exempt  
Reports to: Director of Development  
Date Posted: August 2023  
Salary: \$42,000-\$45,000 plus benefits

### **SUMMARY:**

The Development Associate supports all fundraising and special events initiatives at the Museum, reporting to the Director of Development. The Development Associate is responsible for planning and implementing all Museum special events, supporting the cultivation of new revenue sources, and supporting the development database management. Special events include an annual gala, the annual Himmel Award event, annual appeal campaign, Board of Trustees and Trustee Committee meeting support, Emeriti events, Director's Circle events and outreach, friend-raising events at the Museum and at Trustees homes, and special day trips and tours.

### **RESPONSIBILITIES:**

#### **Manage**

- Plan and manage the execution of Museum Special Events including but not limited to Annual Fundraising Events such as the Fall Gala, Himmel Award, Annual Appeal
- Assist with the planning of Cultivation Events happening at the KMA and offsite, including Monthly Director's Circle events, two annual Director's Circle trips, Trustee, Emeriti, and Ambassador events, Summer Series, and other events as needed.
- Exhibition-related events, including Saturday evening *First Look*, Upper Level Member Previews and Sunday afternoon Member Previews.
- Board of Trustee, Trustee Committee, and Emeriti Meetings and Special Events. This includes supporting the production and distribution of all materials and managing logistics and attendance for these meetings and special events.
- Work with the Associate Director of Development and Executive Director to recruit committee chairs and members for annual gala, Himmel Award, and other special initiatives.
- Manage event committee meetings and distribute meeting agendas and minutes.
- Produce Run-of-Show documents with schedules, timelines, staffing and all details for events and 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 tech for easy access.

- Manage Master Event Calendar for KMA.
- Build relationships with KMA community members, as well as with other institutions and organizations within Westchester County and the surrounding area.
- 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. and 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 Director of Development, and Deputy Director, and regularly monitor and report budget updates for all events.
- Create, maintain, and present final event Profit & Loss statements for each event to Director of Development, Deputy Director, and Executive Director.
- Negotiate, competitively bid, and administer vendor contracts including but not limited to:
  - Venue
  - Catering
  - Décor/Design
  - Party Production Rental
  - Entertainment
  - Mobile Bidding
  - A/V
  - Invitation & Journal Printing
  - Auctioneer
  - Accommodation
  - Transportation
  - Speakers

### **Database Management Assistance**

- Assist the Development team with maintenance of the Donor Database, Membership Management, and Campaign solicitations.
- Support and attend all special events and meetings, including on nights and weekends.
- Additional related assignments as directed.

### **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 remote work opportunities, among other benefits.

## **APPLICATION:**

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

## **ABOUT THE KATONAH MUSEUM OF ART:**

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, 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 KMA Learning Center is the only interactive space 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' 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.

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.

## **ABOUT KATONAH:**

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 residential 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 serving as an anchor to the Tri-State arts region.

