



Associate Director of Development

Status: Full Time, Exempt

Reports to: Director and Chief Curator

Date Posted: October 2026

Primary Function

The Associate Director of Development will partner with the KMA's Director and Chief Curator to steward all aspects of the organization's philanthropic, cultivation, communications, and marketing efforts. A successful candidate will have a strong fundraising background, excellent interpersonal and written communication skills and a keen ability to prioritize within a dynamic work environment. They will serve as a key member of the Museum's leadership team and as an important liaison to the community.

Roles and Responsibilities:

Development and Board of Trustees

- Develop and implement creative strategies to achieve an annual fundraising target of \$2.6m, mostly across Individual and Institutional sources.
- In partnership with the Director and Chief Curator, manage annual Trustee, Emeriti, and Director's Circle giving goals and related programming, including cultivation of new members. Support implementation of annual study trips and other monthly program offerings.
- Manage Trustee, Committee, and Emeriti meetings and events.
- Cultivate and steward upper-level donors. Oversee research to identify prospective donors.
- Manage and track revenue. Work with senior leadership to create annual budget.
- Work with a freelance grant writer to oversee and maintain the institutional grants calendar and to identify new opportunities. Craft and edit funding proposals, track reporting deadlines, and submit grant applications and reports. Set up opportunities for the Director and Chief Curator to engage with Foundation program officers and leadership.

Marketing and Membership

- Oversee the Membership Program and work with Development and Marketing staff to conduct an audit of current Membership offerings.
- Create elevated offerings for Members that reflect current trends and best practices.
- Oversee planning and execution of all Member events and benefit fulfillment.
- Oversee writing of copy for the website and Marketing initiatives.
- Support and attend Public Programs and Events, including on nights and weekends.
- Perform other administrative responsibilities as needed.

Management

- Mentor and manage Development and Marketing staff to achieve heightened levels of success.
- Oversee Development staff as they organize and maintain the eTapestry donor & Member database and conduct a database assessment.
- Work with Marketing staff to create an overarching plan for electronic and print-based marketing, including a plan for e-newsletters, social media, calendar listings, and print-based advertising.

Events

- Work with colleagues across the Museum to create and manage revenue generating events and rental opportunities. Oversee the event calendar.
- Supervise fundraising events, including the KMA's annual Gala.

Ideal Skills and Experience:

- B.A. in related field and minimum of ten years of philanthropic and Development experience at a nonprofit institution, with demonstrated track record of securing major gifts from Individuals, Foundations, and Government entities as well as experience leading and mentoring a team.
- Proven track record of reaching revenue goals.
- Strategic thinker with excellent verbal and written skills.
- Familiarity with art world, its donors and institutional funders.
- Facility with donor database management and reporting, preferably eTapestry.
- Collegial team player: ability to balance multiple projects simultaneously.
- Exceptional project management skills, including budgeting and planning.

Salary and Employment Benefits

Salary: \$100-\$110K

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.

Work Environment

Work is currently hybrid. This position is expected to be onsite for a minimum of 3 days a week, on Tuesdays, Wednesdays and Thursdays, as well as evenings and weekends as needed.

Application

Interested candidates should submit a cover letter, CV, and an example of a successful major gift or campaign strategy to jobs@katonahmuseum.org. Please note where you saw this listed.

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.

About the Katonah Museum of Art

The Katonah Museum of Art champions art, artists, and ideas through exhibitions, educational initiatives, and outreach, to inspire meaningful engagement among communities and across cultures. Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. The KMA presents exceptional art from across cultures and time periods, from pre-modern to contemporary. It mounts three to four exhibitions annually, covering a broad range of art and humanities while responding to the most critical issues of our time. The institution offers lectures, workshops, concerts, and other events and presents innovative and substantive programs for over 100 member schools and 30,000 annual visitors.

The Pollack Family Learning Center is one of the only interactive spaces in Westchester County where children can come on a daily basis to explore and create art. The intimate museum building was designed by eminent Modernist architect Edward Larrabee Barnes. It is nestled in the surrounding landscape, inviting light and natural beauty to its atrium and galleries, perfectly ascribing 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.

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.