



JOB TITLE: Development Associate: Grants and Campaigns

EXEMPT: No

REPORTS TO: Director of External Relations

DATE: December 2022

ABOUT MMA

MMA was founded in 1959 and is a privately funded non-profit with an operating budget of 2.2 million dollars. The Museum has both endowed sources of support and raises approximately 1 million dollars annually. MMA is currently in the planning phase for a major capital improvement to its existing locations and hopes to launch a comprehensive campaign in FY 24.

MMA currently has 17 full and part time staff and more than 50 volunteers who lead the Board or serve as docents. The Museum seeks candidates of diverse experiences and backgrounds with a passionate commitment to the arts and cultural sector, museums, and public education.

OVERVIEW

The External Relations Team performs all necessary fundraising, marketing, events, and design for the Museum. The team is highly collaborative within the department and across the Museum. Attention to detail, timeliness, and strong communication skills are vital to thrive in this department.

POSITION SUMMARY

The Development Associate for Grants and Campaigns is a key member of the External Relations team whose responsibilities include grant writing and administration as well as annual campaigns strategy and fulfillment. The External Relations team works closely with the Board and Executive Director of MMA, as well as community stakeholders and coordinates and collaborates with Finance and Operations, Education and Public Programs, and Collections and Exhibitions.

ESSENTIAL DUTIES & RESPONSIBILITIES

Grants Manager and Writer

- Research and identify potential grant opportunities and maintain knowledge of national, state, and local public and private funders and grant making trends
- Assign and manage contractors and staff to deliver approximately 30 proposals a year
- Ensure that grant applications, acknowledgement letters, and reports to funders are filed on time
- Maintain updates in the Donor database
- Maintain grant calendar
- Monitor and verify attendance and survey data to measure program/project impact
- Communicate regularly with grant funders and coordinate meetings as needed
- Produce grant income reports for Museum leadership



Campaign Management

- Develop campaign concepts and timelines/calendars
- Compose messaging (letters, social media, e-blasts, etc.)
- Implement campaign (sending letters, tracking and recording campaign gifts, and acknowledging donors)
- Provide training and guidance to staff and volunteers assisting with campaigns

OTHER RESPONSIBILITIES

Other duties as assigned by the Executive Director and Director of External Relations.

GENERAL JOB PERFORMANCE STANDARDS

The Development Associate for Grants and Campaigns can work collaboratively and independently, uses discretion, and has a high level of integrity with sensitive organizational information, is able to work efficiently and meet deadlines, as well as set and achieve performance goals.

QUALIFICATION REQUIREMENTS

Education: Bachelor of Arts degree in English, Communications, or closely related field.

Experience: Minimum of 3 years of **fundraising experience including donor cultivation**, grant writing and campaign management—with a successful track record of securing gifts.

Language Skills: Must demonstrate writing ability in English—including excellent grammar and spelling. Must have knowledge of effective business and persuasive writing styles.

Other Skills: Excellent workload prioritization skills, with the ability to manage multiple complex projects simultaneously. Proficient with developing program/project budgets and conducting some data analysis. Ability to handle confidential information. Strong computer skills and proficiency with Microsoft Office suite, Outlook applications, and project management and database systems.



PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

ENVIRONMENT (Remote, on site as needed):

- Approximately 100% of the time performing job duties is spent indoors, within a standard office environment.
- Approximately 90%-100% of the time is spent on the computer.
- While performing the duties of this job, the employee works near moving mechanical parts and is occasionally exposed to the risk of electric shock.
- Noise level in the work environment is usually low to moderate.
- The temperature of the work environment is usually moderate and ranges from 65 – 80 degrees.

PHYSICAL DEMANDS:

- **Seldom (1–5%):** drive, lift up to 20 lbs,
- **Occasionally (6-33%):** stand, walk, bend, twist, push, pull, lift up to 10 lbs
- **Frequently (34-66%):** reach with hands and arms, grasp with hands and fingers, hear and speak
- **Continuously (67-100%):** sit at a desk, use hands to finger, handle or feel objects, tools, or controls, see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), key (i.e., computer, calculator, telephone).

MACHINES, TOOL AND EQUIPMENT:

- **Seldom (1–5%):** automobile
- **Occasionally (6-33%):** printer, copier
- **Frequently (34-66%):** writing instruments, telephone
- **Continuously (67-100%):** computer with keyboard and mouse

SIGNATURE OF APPROVAL:

Authorized Signature: _____ Date: _____

ACKNOWLEDGMENT & RECEIPT:

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the company to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Applicant/Employee: _____ Date: _____