

Madison Museum of Contemporary Art Position Description Development Associate

Department: Administrative and Development Departments
Reports To: Development Officer, Director
Revised: June 2018

NATURE AND SCOPE OF POSITION:

The Development Associate provides support and administrative assistance for the day-to-day operations and development efforts of the Madison Museum of Contemporary Art. The incumbent assists the Director with the coordination and implementation of administrative projects, works with staff members on development projects, and manages a number of independent projects. The Development Associate is a part time, 25-hour per week, position.

Development Projects (75%):

The Development Associate works closely with the Development Officer to support and manage development projects at MMoCA. The incumbent supports MMoCA's individual and corporate membership programs; manages Gallery Night events; manages the MMoCA internship program; and provides Annual Fund and membership travel support. The Development Associate is also responsible for development-related data tracking and analysis.

- Supports and maintains the general membership program, including coordinating monthly renewals and database updates. Maintains membership numbers and manages select membership initiatives.
- Supports and maintains the business membership program. Works with the Development Officer to organize semi-annual renewal mailings. Processes memberships and updates database.
- Manages MMoCA's semi-annual Gallery Night events and the annual (October) Gallery Night After Party. Manages event budgets, timelines, new initiatives, and promotion.
- Supports and attends other MMoCA fundraising and member events as needed.
- Works with Director and Development Officer to plan and manage member travel opportunities, including annual Board/Director's Circle trip and member bus trip.
- Manages MMoCA's internship program, including intern recruitment and coordination of the application process. Works with department heads to determine intern needs.
- Works with Development Officer to implement the semi-annual Annual Fund appeals. Processes gifts, updates database, and coordinates donor acknowledgements.
- Tracks development-related statistics.
- Together with other MMoCA staff, as needed, generates and schedules content for MMoCA's social media accounts (Facebook, Instagram, Twitter, LinkedIn).

Administrative/Executive Projects (25%):

The Development Associate facilitates the smooth functioning of the museum by assisting the Director with day-to-day administrative tasks. The incumbent also supports the office by overseeing select office management duties.

- Drafts, prints, and posts Director's communications as needed, including manuscripts, speeches, letters of acknowledgement, and reports.
- In Director's absence, screens Director's incoming calls, and correspondence.
- Acts as recording secretary at all Board of Trustee meetings (six meetings annually). Manages Board communication for the Director.
- Arranges travel plans for Director and MMoCA guests as needed.
- In office management capacity, directs incoming phone calls as needed, manages select supply orders and service calls, sorts mail, and performs other duties as assigned.

QUALIFICATIONS:

- Experience providing support in administration, fund development, donor services, or related fields.
- Proficient use of Microsoft Office (Word, Excel, and PowerPoint), database systems such as Altru or Raiser's Edge, and social media.
- Excellent interpersonal, communication and analytical skills, including verbal and written communication skills, as well as editing and proofreading skills.
- Ability to establish and maintain positive working relationships with others, both internally and externally.
- Ability to take initiative, be creative, develop new and unique ways to improve organizational initiatives and to create new opportunities.
- Detail-oriented and organized. Ability to set priorities, develop a work plan, monitor progress towards goals, and track data.
- Strong problem solving skills with an eye towards consistent growth/improvement, assess situations to identify causes, gather and process relevant information, generate possible solutions, be resourceful, and make recommendations and/or resolve the problem.
- Strong work ethic, and ability to manage work plan effectively, and to work independently and in a team.
- Adherence to ethical fundraising practices and ability to represent the organization in an exemplary, professional manner.
- Commitment to professional development with ability to accept and provide constructive feedback.
- Passion for the Madison Museum of Contemporary Art's mission and commitment to organization's stated values.
- Availability for occasional evenings and weekends for special events.
- Willingness to take on additional responsibilities and perform other duties as assigned.

TERMS:

This is a part-time position of 25 hours per week. Some evening and weekend event hours outside of regular office hours are required. Must be present for set up and all hours of Gallery Night, Art Fair on the Square, MMoCA Art & Gift Fair, and other events on an as-needed basis.

Compensation will be commensurate with experience. Part-time employees receive vacation, holiday, and sick time off based on their average hours worked to full-time employment. Part-time employees who work 20 or more hours per week also are eligible to participate in the Museum's 403(b) retirement plan.

TO APPLY:

To apply, send a detailed cover letter, updated resume, and a list with email addresses and phone numbers of three professional references (including at least one supervisor) to: Madison Museum of Contemporary Art, Attn: Development Officer, 227 State Street, Madison, WI 53703. Or email the documents to kaitlin@mmoca.org.

Position is open until filled. For best consideration apply before July 9.