



JOB TITLE: Development and Membership Associate

REPORTS TO: Senior Director of Philanthropy

STATUS: Full-time/Non-exempt

SALARY: \$25/Hour

POSITION SUMMARY

We are seeking a talented and motivated Development and Membership Associate to join our dynamic fundraising and membership team. This dual-role position will be responsible for providing crucial support in our development efforts while also overseeing and growing our membership base. The successful candidate will play a pivotal role in securing funds for our organization's programs and initiatives, as well as fostering strong relationships with existing and potential donors and members. This is an exciting opportunity for an individual who is passionate about both fundraising and membership growth, and who wishes to make a meaningful impact in our organization's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising Support

- Design, coordinate and execute a variety of annual fundraising appeals throughout the year.
- Oversee the processing of all gifts to the Museum, including entry into the Donor Perfect database, creation of batch reports and generation of receipts.
- Produce and oversee acknowledgment letters and receipts, ensuring timely and accurate stewardship.
- Provide logistical support to Development staff by conducting prospect research on prospective donors, foundations and corporate partners.
- Create briefings, schedule meetings and calls, and perform other administrative duties specific to the development function.
- Maintain accurate and up-to-date donor information, tracking donor interactions and notes in the database.
- Help organize and execute fundraising events and initiatives, both online and in-person.
- Contribute creative ideas to enhance fundraising strategies and donor engagement.

Membership Coordination

- Coordinate the organization's membership program, aiming to retain and increase members.
- Distribute membership materials, benefits, and promotional materials.
- Respond to membership inquiries and provide excellent customer service to members.
- Coordinate membership events, webinars, or special activities to engage members.
- Develop strategies to attract new members and encourage membership renewals.

Data Analysis and Reporting

- Prepare regular reports on fundraising progress, membership growth, and retention rates.
- Analyze data to identify trends, patterns, and areas for improvement.
- Make data-driven recommendations to optimize fundraising and membership strategies.

Administrative Support

- Assist in budget tracking and financial reporting related to fundraising and membership activities.
- Other administrative duties as assigned.

REQUIREMENTS

- Bachelor's degree.
- Proven experience in fundraising, donor relations, or membership management.
- Strong organizational and multitasking skills, with keen attention to detail.
- Excellent written and verbal communication abilities.
- Proficiency in using fundraising software, CRM systems, and Microsoft Office Suite.
- Ability to work independently as well as collaboratively in a team environment.
- Demonstrated commitment to the mission and values of the organization.
- Knowledge of fundraising best practices and ethical standards in the nonprofit sector.

ABOUT THE MONTEREY MUSEUM OF ART (MMA)

MMA was founded in 1959 and is a privately funded nonprofit with an operating budget of 2.2 million dollars. The Museum has endowed sources of support and raises approximately 1 million dollars annually. MMA currently has 20 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.

Please send a résumé and cover letter to hr@montereyart.org

We will only contact those candidates selected for further screening.

The Monterey Museum of Art is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

