



CameronArtMuseum.org
3201 S. 17th Street
Wilmington, NC 28412
(910) 395-5999

Job Title: Development Associate

Department: Institutional Advancement

Reports To: Deputy Director

Employment Status: Full-time

Salary Range: \$38,000-\$42,000

About Cameron Art Museum

Cameron Art Museum (CAM) is a non-profit private corporation in service to the public of southeastern North Carolina for 60 years. CAM is committed to valuing diversity and maintains an inclusive learning environment for all its employees.

Position Summary

The Development Associate is a full-time position that reports directly to the Deputy Director and works closely with the Executive Director and the development team. The Development Assistant acts as the Executive Assistant for the Executive Director and Deputy Director as needed. This position is also responsible for grant writing, administrative work related to campaigns, and assisting in the achievement of the overall development goals of the museum. Paramount to this position is the ability to work with a high degree of independence and juggle various projects at once, while maintaining a clear view of how each project supports the organization's mission.

Institutional Responsibilities

- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

Duties/Responsibilities

- Maintain Executive Director and Deputy Director's calendars and other administrative tasks as necessary.
- Provide prompt and efficient administrative support for fundraising campaign.
- Research grant and foundation prospects, work with staff to development grant proposals, and maintain grant report.
- Discover donor's company or foundation's corporate social responsibility and/or workplace giving objectives, identify opportunities that align with CAM's mission statement, and work with staff to create engagement initiatives and opportunities.
- Develop and maintain relationships with grantors and foundation donors.
- Attend internal and external meetings and community events as required.
- Provide professional assistance and interaction with donors (via phone, computer and face-to-face).

Qualifications

- Ability to convey a high degree of commitment and passion for mission of Cameron Art Museum.
- Excellent written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituencies.
- Ability to maintain a high level of confidentiality.
- Exceptional understanding of philanthropy as it relates to the not-for-profit organization and a wide and deep knowledge of fundamental disciplines of resource development.
- The ability to work independently and as part of a team; detail oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, as well as skilled in problem solving.
- Prior experience in database management as well; Altru or donor software experience preferred.
- The knowledge and ability to create, execute and/or support, and oversee a comprehensive donor acknowledgment and recognition plan, including advising on complex and carefully orchestrated cultivation events and programs for the major donors.

Requirements

- Bachelor's degree (or equivalent) with a minimum of 1-2 years of nonprofit donor relations experience.
- Prior grant writing experience, executive assistant experience, and donor relations experience preferred.
- Proficient in Microsoft Office, including Word, Excel and PowerPoint.
- Excellent verbal, written and digital communication skills.