



## Development Communications Associate

### Job details

Job Type

Full-time, competitive salary and benefits package

### Full Job Description

#### POSITION SUMMARY

Reporting to the Manager of Development for an internationally renowned fine art museum, the Development Communications Associate develops, implements, and manages a portfolio of foundation and government funders and prospects for annual operating and campaign solicitations, serving as a primary contact for these funders. He/she/they ensures the smooth processing of daily fundraising activities including cultivation, solicitation, stewardship, high-level gift tracking, and gift renewals. The Development Communications Associate creates, edits, and implements literature, marketing and other forms of communications with the Manager of Development as well as edits, proofreads and revises communications for the development team. The Development Communications Associate also coordinates agendas, scheduling, logistics and information regarding marketing materials within the Development Department. Additionally, He/she/they oversee administrative duties with the Manager of Development.

The Development Communications Associate works under broad direction, applying independent judgment to complex tasks within specialized areas. He/she/they must tolerate ambiguity, value teamwork, demonstrate initiative and strong follow-through, successfully handle multiple priorities, maintain perspective and focus while working under pressure, and develop and sustain effective working relationships with a wide variety of colleagues and donors.

#### ESSENTIAL FUNCTIONS

Consulting with the Director of Advancement and the Manager of Development, he/she/they identifies, cultivates, solicits, and forecasts annual and campaign support from institutional donors. He/she/they serve as main contact for these institutional funding relationships and take a lead role in developing and implementing a strategic plan to expand the reach of the Museum. He/she/they must qualify, pursue, and successfully secure significant grant support for major exhibitions and programs from national and internationally prominent foundation and government entities, such as NEA, NEH, IMLS and other grant sources. He/she/they prepare



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written proposals supported by accredited research and data, as well as develop corollary presentation materials.

He/she/they manages the solicitation and stewardship process for a portfolio of institutional gifts, including research on prospective funders and potential cultivation opportunities, external meetings with funders and prospects, and timely correspondence, submission of proposals, sponsorship presentation packages, and reports. He/she/they maintains regular contact with the portfolio of funders.

He/she/they conceives funding strategies for exhibitions, programs, general operations, and other projects, works closely with internal departments, including curatorial, education, and marketing staff to develop proposals and sponsorship packages. He/she/they maintains current and accurate knowledge of museum projects, statistics, and program impact.

Compliance and reporting: Working closely with finance, curatorial, education and museum services teams, the Development Communications Associate monitors grant award compliance to ensure that funding is expended in accordance with foundation and/or government agency requirements. He/she/they prepares and submits grant reports as required by the funding entity.

Prospect research: conducts research and prospect identification to grow the program, oversees production and refresh of solicitation and stewardship materials, coordinates benefits fulfillment and donor recognition.

Other Functions include:

- Provides administrative support to ensure efficient operation of the office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports the team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Performs other related duties as required. Must remain flexible and adaptable to overall team priorities.
- Assists with organization and implementation of the Timken travel trips
- Participate in monthly performance reviews



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## MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university

Excellent oral and written communication skills; ability to write persuasively, clearly, and concisely, and to blend information from multiple sources into a single, effective fundraising document

Demonstrated ability to organize workload, manage several projects of equal priority at once, and sustain productivity and accuracy in a deadline-driven environment

High-level administrative skills; ability to research, plan, analyze, problem-solve, organize and follow through.

Strong interpersonal skills; good judgment, initiative, and resourcefulness;

Ability to interact effectively with board, volunteers, donors, and museum staff at all levels; to work independently in a fast-paced, results-oriented environment; flexibility in meeting shifting demands and priorities

Ability to maintain confidentiality within the museum setting and regarding information obtained in respect to prospects and donors

Proficiency in MS Word, Excel, PowerPoint, and Microsoft One-Drive; (knowledge of DonorPerfect database, GrantStation desirable.)

Availability to work nights and weekends as needed for events or deadlines

Demonstrated understanding and affinity for Timken Museum of Art's mission; knowledge of the Timken Collection and culture preferred.

Present a neat, professional appearance at all times.



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## **WORKING CONDITIONS**

Normal office in-person environment with some flexibility. Involves some evening and weekend hours and may require occasional travel.

## **PREFERRED SKILLS AND ABILITIES**

Knowledge of DonorPerfect, GrantStation, Adobe, One Drive

Experience in government grant portals

## **Mental & Physical Requirements:**

- Daily walking is required to get to the Museum, which includes stairs or ramps.
- The working environment is indoor/outdoor, sometimes in various weather conditions, including sitting, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing).
- Ability to stand, walk, and/or sit for long periods of time.
- Need to be able to move between all areas of the museum, some of which are widely spaced on uneven terrain and require climbing stairs.
- Need to be able to lift and move large items from floor to overhead rack up to 50 pounds and move heavy furniture or equipment for short distances.
- Need to be able to lift heavy files from file cabinets overhead and bankers boxes full of book and
- Need to be able to perform basic math skills and give correct change at the register.
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### **Tools and Equipment Used:**

- Some audio equipment, sound system and microphone
- Computers (MacOS and PC) and iPads
- Cash register
- Radios
- Printer & fax machine
- Telephone
- Coffee maker



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**Special Conditions of Employment:**

The Timken Museum of Art is requiring all employees to follow and implement all health & safety protocols.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**Background check:**

Employment is contingent upon completion of a background check.

**Additional Details:**

Balboa Park is a smoking and tobacco-free space. For more information, visit [Balboa Park Rules & Regulations](#).

How to apply:

Please email Alexandra Riley [ariley@timkenmuseum.org](mailto:ariley@timkenmuseum.org) with your resume, cover letter and application.