JOB TITLE: Advancement Associate: Major Gifts, Grants and Campaigns
EXEMPT: No
REPORTS TO: Manager of External Relations
LOCATION: Hybrid
DATE: September 22

ABOUT MMA:
Monterey Museum of Art is a vital cultural center devoted to engaging the public with the diversity of California art—past, present and future. Located on the beautiful Monterey Bay and voted Best Museum of Monterey County in 2021, MMA presents 15-20 exhibits annually along with rich education and public programming for adults, families, and children. The Museum has a 10,000-item permanent collection reflecting the artists and movements of Central and Northern California from the 19th century to the present day. Strengths of the collection are works of the Carmel Arts Colony, California Photography, and Contemporary artists of the region. In 2020 MMA made a public commitment to address the under-representation of women and people of color in its collection and exhibitions.

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. MMA is a values-driven workplace, and we seek workers who are self-motivated and service oriented. Work/life balance is a priority, and the museum offers on-site and remote work options, well-being days off, as well as professional development and leadership coaching. MMA staff use Zoom, Asana, Podio, and Microsoft 365 to help make our team-oriented work more collaborative and efficient. The Museum seeks candidates of diverse experiences and backgrounds with a passionate commitment to the arts and cultural sector, museums, and public education. Read MMA’s Equity, Diversity, Inclusion and Belonging statement here.

POSITION SUMMARY:
The Advancement Associate for Major Gifts, Grants, and Campaigns is a key member of the External Relations team whose responsibilities include major gifts cultivation and stewardship, grant writing and administration, as well as annual campaigns strategy and management. 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:

Major Gifts Officer
• Identify major gift prospects and analyze and predict donor’s propensity, capacity, and enthusiasm to give.
Gather pertinent data alongside the prospect researcher to determine the best candidates for the major gifts program.

- Cultivate major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of alignment with MMA’s mission and objectives.
- Solicit major gift prospects. Moving prospective major donors along the donor pipeline ready to receive an appropriate ask, based upon donor intent and interest.
- Stewardship of major gift donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Manage a portfolio of approximately 50-100 qualified relationships and apply a moves management approach to the portfolio with a custom cultivation strategy for each donor.

**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.

**GENERAL JOB PERFORMANCE STANDARDS:**
The Advancement Associate for Major Gifts, Grants and Campaigns is able to 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

TRAVEL:
- This job requires minimal travel within close proximity to the regular assigned work location.

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: _________________________________