The Newark Museum of Art
Position Announcement

Position Title: Institutional Giving Associate
Department: Institutional Advancement
Reporting Relationship: Director of Institutional Grants & Sponsorships
Opening Date: February 21, 2020
Closing Date: March 6, 2020

Background:
Founded in 1909, The Newark Museum of Art (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. As our mission statement aptly states, “We welcome everyone with inclusive experiences that spark curiosity and foster community”. The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Position Objective:
Under the leadership of its new Director and CEO, Linda Harrison, The Newark Museum of Art is poised for a chapter of transformation, exciting growth and development. With a new leadership team, revitalized mission and refreshed brand, the institution is experiencing exciting momentum with an energized staff. This position is an essential member of a team responsible for raising contributions through foundation, corporate and government sources.

Reporting to the Director for Institutional Grants and Sponsorships, the Institutional Giving Associate is charged with strategic implementation of activities to support the fundraising goals of a grants and sponsorships office as they relate to the overall goals of the Institutional Advancement Department. The position will focus on acknowledgement and report writing, contract management, database management, and development operations.

Duties and Responsibilities

- In consultation with the Manager of Corporate Relations and Manager of Foundation/Government Relations, write reports for institutional funders prepared in collaboration with curatorial, registrar, education, finance and executive staff.
- Write acknowledgement letters for grant and sponsorship contributions; execute grant contracts in collaboration with the offices of Finance and Administration.
- Maintain a comprehensive grants and reports calendar for current and prospective funders, and translate key information into Raiser’s Edge Database.
• Maintain corporate, foundation and government records in Raiser’s Edge Database, serving as the point person for reports and queries issued from the database.
• Track key performance indicators for the department and develop reporting system for communicating department success with senior leadership.
• Assist with the planning and execution of site visits and special events including the Explorers Graduation, corporate membership benefits and events, and The Newark Museum of Art Business and Community Council activities.
• Conduct prospect research for the identification of new funding sources.
• Assist with the completion of applications and proposals to potential funders.
• Provide occasional administrative support to the Vice President of Advancement.
• Assist with oversight of department interns and/or volunteers as directed.

Salary: $40,000 a year

Qualifications:
• 3 years development experience in the arts or comparable non-profit field.
• Strong writing skills with the ability to compose compelling narratives of varying lengths; ability to interpret budgets and financial information for report purposes.
• Strong verbal communication skills with the ability to work collaboratively with staff at all levels and from different departments.
• Fundraising database experience required; Raiser’s Edge preferred.
• Excellent attention to detail, commitment to accuracy, and be able to meet multiple deadlines.
• Ability to work independently in a fast-paced, challenging environment; ability to work well under pressure and be team-oriented.
• Ability to work evenings as dictated by deadlines and Institutional Advancement Department events.

Physical Demands: The physical demands described here are representative of those that are to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use speech or hear; travel and move around within the Museum space.

If you are interested in a position at the Museum, please submit your resume and letter of interest to:

Human Resources
The Newark Museum of Art
49 Washington Street
Newark, NJ 07102
Fax: 973.642.0459
Email: humanresources@newarkmuseumart.org

Equal Opportunity Employer: The Newark Museum of Art does not discriminate against candidates based on race, age, gender, sexual orientation, physical disabilities or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment.