

# ALBANY INSTITUTE OF HISTORY & ART

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| <b>Position Title:</b>            | Development Associate                              |
| <b>Department:</b>                | Development                                        |
| <b>Reports To:</b>                | Director of Development                            |
| <b>Supervises:</b>                | N/A                                                |
| <b>Created/ Revision Date:</b>    | 5/15/2024 / 8/6/2026                               |
| <b>Job Category:</b>              | Associate Staff                                    |
| <b>FLSA Status (HR USE ONLY):</b> | Non-Exempt                                         |
| <b>Salary range:</b>              | \$23.00 - \$26.50 (\$42,000 - \$48,000 annualized) |

The Albany Institute of History & Art (AIHA) is seeking a development professional to join a vibrant team ensuring one of the oldest museums in the United States continues to thrive and serve as an important repository for our region's heritage. The Development Associate assists the Director of Development in executing all fundraising initiatives related to individual giving and corporate philanthropy. The Development Associate coordinates AIHA's membership program.

The Development Associate works with all Development department staff and represents AIHA by participating in community events and activities. This position reports directly to the Director of Development.

## **Donor Relations responsibilities:**

- Ensures all benefits and communications are delivered to donors and members in a timely and appropriate manner
- Assists the Director of Development in managing relationships with institutional funders
- Participates in targeted community engagement opportunities to promote AIHA
- Develops and executes events and activities to steward current members, improve donor retention and cultivate prospective donors
- Contributes department content to the AIHA website as needed/directed
- Coordinates special donor acknowledgement letters, drafting content and ensuring that letters are approved and mailed in a timely manner

## **Annual Giving and Membership responsibilities:**

- Coordinates a minimum of two direct mail appeals each year for the annual fund
- Assists with AIHA's membership program, including renewals, member acquisition, and retention

- Serves as primary contact and relationship manager for Empire State Reciprocal Program (ESRP), North American Reciprocal Program (NARM), and the regional library systems for the Library Membership program
- Works with the Communications Department to coordinate production of fundraising materials.

**Database and Prospect Research responsibilities:**

- Assists Database Specialist with maintaining donor and corporate prospect files and gift entry
- Tracks development statistics, metrics, and progress to goals
- Provides regular fundraising reports to Museum staff and board, and assist the DOD with ongoing analysis of the fundraising program

**Administrative Responsibilities:**

- Provides support to the DOD in the planning of two major fundraising events annually
- Assists with the planning exhibit openings and other donor events
- Maintains RSVP lists for all special events, working with other staff as appropriate
- Supports the DOD in maintaining digital and paper records for grants
- Ensures that office supplies and stocks of paper and specialty items (letterhead, pre-printed envelopes, forms, etc.) are maintained
- Troubleshoots equipment (printer, postage meter)
- Serves as primary point of contact with USPO and other mailing/shipping services
- Assists with board support as needed and directed, including the preparation and organization of trustee documents, board and committee meeting minutes, etc.
- Prepare messaging and advocate for department and institutional needs during committee meetings
- Keeps records related to board membership, by-laws, and other board-related documents

**Core Competencies (Knowledge, Skills & Abilities):**

- Exceptional attention to detail and accuracy
- An understanding of the donor cycle and the importance of relationship building
- Ability to manage deadlines and multiple priorities in a fast-paced environment
- Competent computer skills and effective use of digital productivity tools, including Microsoft 365, customer relationship management database (Little Green Light), design tools (Adobe, Canva), and digital marketing tools (website, Constant Contact, Facebook, Instagram), etc.
- Strong professional and business writing skills
- Superior interpersonal skills, including the ability to communicate clearly, effectively, and diplomatically with donors, staff, trustees, visitors and other AIHA stakeholders;
- Availability to work full-time hours (~35 per week) onsite, typically Monday-Friday, 9:00 AM to 5:00 PM with flexibility for off-hours events and assignments as needed.
- Reliable transportation.

**Education & Work Experience Requirements:**

- Minimum Associate's degree required, Bachelor's degree preferred
- 2-3 years in development/fundraising or directly related experience desirable

**Working Conditions and Environmental Factors:**

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as but not limited to toner, office equipment, dust, low noise levels. Position is required to drive vehicle to conduct business as needed and therefore, will be exposed to all types of weather conditions.

**Mental and Physical Demands:**

- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to read, write and speak English fluently.
- Required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms.
- Dexterity to write and operate standard office machines such as computers, printers, copiers, fax machines, phones, monitors, and other office and/or presentation-related equipment as required.
- Able to perform the essential job functions consistently safely and successfully with ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.

**Working Conditions and Environmental Factors:**

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office or public commercial settings and may be exposed to items such as but not limited to money, toner, office equipment, cleaning supplies, dust, low light, and moderate noise levels.

**ABOUT THE ALBANY INSTITUTE OF HISTORY & ART**

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. Its collections document the Hudson Valley as a crossroads of culture, influencing the art and history of the region, the state, and the nation. With more than 25,000 objects and one million documents in the library, it is an important resource for the region, giving our community a sense of the part the Hudson Valley played in the American story and our own place in history. Permanent and temporary exhibitions are open year-round and create a sense of place, allowing visitors to meet the people who helped shape this region. Among the museum's best-known collections are the nineteenth-century Hudson River School landscape paintings by artists like Thomas Cole and Frederic Church.

The Albany Institute of History & Art is an equal-opportunity employer. The Institute embraces diversity in thought, background and experience and insists on equal employment opportunities for all applicants. We ensure that all employment opportunities are provided to qualified individuals irrespective of race, traits historically associated with race (including, but not limited to, hair texture and protective hairstyles), creed, color, national origin, ancestry/place of birth, citizenship/immigration status, religion, age, sex (including pregnancy), height, weight, reproductive health decision making, sexual orientation, gender identity or expression, marital status, familial status, veteran status, military status, disability, predisposing genetic characteristics, domestic violence victim status, stalking, or sex offense victim status, or any other basis protected by applicable law. AIHA also does not unlawfully discriminate against applicants or employees based upon arrest or conviction records. All such discrimination is unlawful, and all persons involved in the operations of AIHA are prohibited from engaging in this type of conduct.