

## Development Associate Job Description

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### Job Summary:

The Claremont Lewis Museum of Art is seeking a detail-oriented, persuasive, and organized **Development Associate** to join our team. This role is primarily focused on **grantwriting and institutional fundraising**. The Development Associate will be responsible for securing the financial support necessary to fund our exhibitions, educational programs, and community outreach initiatives.

The ideal candidate is a storyteller who can translate the museum's artistic vision into compelling cases for support that resonate with foundations, government agencies, and corporate donors. In addition to managing a grant-writing system, the Development Associate will assist with duties related to fundraising, such as database management, events, and donor stewardship.

This position will work mostly independently, with weekly check-ins and team meetings. Shared office space is available at our Claremont offices, but remote work is an option most of the time. The Development Associate will be responsible for the bulk of CLMA's grantwriting duties. However, strategic guidance and oversight will be provided by the Director and Leadership Team.

### Key Responsibilities

#### 1. Grant Writing & Proposal Development

- Draft, edit, and submit high-quality grant proposals, letters of inquiry (LOIs), and sponsorship requests.
- Collaborate with curators and the education department to gather project details and impact metrics.
- Manage the full grant lifecycle, from initial research to final reporting.

#### 2. Prospect Research

- Identify new funding opportunities from private, local, state, and federal government sources.
- Conduct deep-dive research into private family foundations and corporate giving programs aligned with the arts.

### 3. Grant Management & Tracking

- Maintain a rigorous **Grants Calendar** to ensure all deadlines for submissions and reports are met.
- Track the status of all pending and pledged grants in the donor database (DonorSnap).
- Coordinate with the Finance department to ensure grant funds are tracked and used according to donor intent.
- Develop and maintain a resource library of written and PR materials to be used for various applications.
- Develop a tracking system that measures whether we're achieving our mission and communicating those metrics in compelling narratives.

### 4. Stewardship

- Draft personalized acknowledgment letters for institutional donors.
- Assist in the preparation of materials for site visits or funder meetings.
- Track donor relationships.
- Attend networking events to build relationships with funders and other potential partners.

Note: This is a new position at CLMA, and responsibilities are subject to change as the needs of the organization evolve over time.

### **Skills, Knowledge, Character**

- Ability to communicate effectively with a variety of audiences and stakeholders
- Demonstrates an understanding of protocol and sensitivity to cultural diversity needs.
- Knowledge of, or passion for learning about, the Museum/art history, especially local Claremont art history.
- Acts as a team player who works well with others and shows courtesy and respect to colleagues.
- Has strong people skills, including diplomacy and empathy.
- Has exceptional writing skills in English.
- Self-motivated with an ability to work independently with excellent time management skills.
- Comfortable with learning new technology.

### **Preferred Qualifications**

- Experience: 2+ years of experience in professional grant writing, preferably within the arts or humanities sector.
- Writing Skills: Exceptional ability to write clear, structured, and evocative prose.

- **Organizational Skills:** High attention to detail and the ability to manage multiple deadlines simultaneously.
- **Technical Proficiency:** Comfortable with donor management software, Google Drive, and Microsoft Office Suite (Word, Excel).
- **Passion:** A genuine interest in art history, contemporary art, and museum education.

### **Work Environment**

The work environmental characteristics described here are representative of those that the Development Associate will encounter while performing the essential functions of the role:

- Office workspace is available in a climate-controlled office building located next to the Museum/exhibition space. Employee may work remotely/from home most of the time if preferred.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email, and through other electronic means.
- The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted.
- Occasional events may require work that takes place outdoors or at off-site locations.
- Reasonable accommodation may be made to enable qualified individuals with a disability to perform the essential functions to the extent they may do so without undue hardship. The term “qualified individual with a disability” means an individual who, with or without reasonable accommodation, can perform the essential functions of the position.

### **Compensation/Schedule/Benefits:**

Pay rate is \$25 per hour. This is a 20 hour per week non-exempt position with 40 hours of paid sick leave per year. Attendance at weekly staff meetings and occasional events is expected. Otherwise, the work schedule for this position is flexible.

Reports to: Director