

Morris Museum

TITLE: Institutional Giving Associate
DEPARTMENT: Development
REPORTS TO: Director of Development

The Morris Museum curates beauty, experience, thought, and conversation centered in its collections of art, music, history, and science. Founded in 1913 in Morristown, New Jersey, the Museum serves both a local and international constituency through its wide variety of collections, exhibitions, and performing-arts productions. With a long tradition of serving its surrounding communities, the Museum provides extensive, family-friendly educational programs, complemented by sophisticated public programming for adults. It also houses the creatively-utilized, 312-seat Bickford Theatre, where over 120 performing arts events were presented in 2017.

We are looking for a dynamic, enthusiastic professional to support our grants and corporate giving programs. The individual selected will identify, define and develop funding sources to support existing and planned program activities as well as coordinate the development, writing and submission of all proposals to corporations, foundations and government. The position is also responsible for collecting, analyzing and reporting data on the performance of programs that are funded by public and private sources.

The successful candidate will be passionate about writing well-researched, compelling, outcome-driven narratives, being a member of a collaborative development team, and contributing to the organization's mission. An interest in fundraising is crucial, and passion for visual and material culture is a must. This is an ideal role for a candidate seeking to work in a museum development office, and someone interested in becoming a career development professional. There is opportunity for growth in this role.

The salary for this position is \$33,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain current portfolio of foundation, government, and corporate grant funders
- Research and identify new funding sources
- Generate proposals, supporting documents, and reports in response to solicitations
- Generate revenue for all aspects of the Morris Museum through timely submission of well-researched and well documented grant/fundraising proposals.
- Maintain and implement grant submission and reporting calendar.
- Serve as a liaison to all funding agencies or organizations
- Engages with program officers at organizations to solicit invitations to submit proposals
- Manage all institutional giving materials in Raiser's Edge
- Special projects as needed

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QUALIFICATIONS

- Bachelors degree required, demonstrated interest in art history, history, creative writing, or education is preferred.
- Excellent writing and editing skills
- Creative thinker
- Excellent verbal communication skills as well as strong skills in researching, interpreting and analyzing data.
- The ability to work independently and collaboratively
- Self-starter, highly organized with ability to meet deadlines while managing multiple projects
- Strong skills in Microsoft Office and Google Suite
- Knowledge of Raiser's Edge preferred, an interest in learning required
- Strong organizational skills
- Ability to implement systems and follow-up processes

The Morris Museum is an Equal-Opportunity Employer, dedicated to the goal of building a multicultural staff, with a passion to reach and serve our expanding, diverse public. We are also committed to providing reasonable accommodations to employees with disabilities.

Please forward resume, cover letter, writing sample, and references to: info@morrismuseum.org. In the subject line, specify Institutional Giving Associate. No phone calls please.