POSITION: Associate Director of Individual Giving and Events
REPORTS TO: Director of Development
STATUS: Full-time, Exempt

Job Summary
Reporting to the Director of Development, the Associate Director is responsible for cultivating relationships with individual donors, developing, and implementing strategic plans and fundraising strategies for enhanced growth and retention of members. Additional duties include planning and executing all donor engagement events that support and enhance the Museum’s capacity to grow its audience and expand its base while maintaining a clear view of how each project supports MMA’s mission.

A list of essential job functions is below. This list is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

Essential Functions
- Identify fundraising opportunities that align with MMA’s mission statement, and work with staff to create donor engagement initiatives
- Maintain and develop strong relationships with current and previous donors, and actively work to identify and acquire a diverse donor base that supports MMA’s annual programming; work with the development team to engage and attract new donors to meet giving and fundraising objectives
- Develop an annual appeal calendar with a minimum of three campaigns each year that successfully engage new and current donors through mail, email, and social media
- Professional interaction and assistance with donors (via phone, computer and face-to-face)
- Produce, from conception to completion, all donor, volunteer, and fundraising-related events (“special events”) for the Museum, with an eye toward stewarding donors; some of those events include donor and volunteer appreciation events, panels, symposia, private dinners, etc.
- Produce the Museum’s annual spring benefit gala
- Communicate clear and concise expectations for every event to staff, security, auxiliary staff, vendors, and volunteers in a timely manner, then lead and execute detailed, timebound plans for events
- Conduct timely post-event assessment reports for quality control
• Cultivate new relationships and expertise in professional event fundraising for continuous education and improvement to enhance the Museum’s event and donor operations
• Liaise with the curatorial, public programs, and education teams on donor cultivation and solicitation opportunities
• Establish and manage information tracking processes; update Customer Relation Management (CRM) software, and generate Development reports (sponsors, major donors, individuals, lapsed donors)
• Acknowledge cash and in-kind donations
• Provide prospecting and donor research to Development Committee, Director of Development and MMA Director to gain and attract new donors
• Attend internal and external meetings, and community events as required
• Work with development staff to establish annual projections and fundraising goals
• Work to prepare annual budgets and track costs for events and donor engagement
• Work with other Museum staff to ensure smooth operation of the Museum's daily programs and events
• Abide by all Museum policies and procedures, perform required administrative tasks in an accurate and timely manner
• Represent the Museum with the highest level of integrity and enthusiasm, work positively with colleagues and the public.
• Perform other related duties as assigned

Competency
• A Bachelor’s degree preferred
• Experience with donor stewardship, fundraising, and event planning
• Excellent written and oral communication skills that are effective with a diverse range of audiences
• Prior experience in a database management as well as knowledge of CRM database required; Blackbaud’s Altru experience preferred
• Proficient in Microsoft Office Products & Microsoft Teams
• Ability to maintain a high level of confidentiality
• Highly organized, meticulous, and detail-oriented
• Collaborative, with good leadership qualities
• Receptive to constructive feedback and willing to work as part of a team
• Personable, warm, courteous, and respectful
• Able to apply good judgment to a variety of situations

Expected Hours of Work
This is an exempt position that works 40-hours a week. Some weekends and evenings are required to support Museum exhibitions, events, and programs.

Salary Range
$55,000 - $65,000
Physical Demands and Work Environment
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some duties may require periods of moving around the facility.
- Work may be performed indoors and outdoors in different weather conditions.

About the Mississippi Museum of Art
The Museum is an Equal Opportunity Employer and is committed to creating a diverse environment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum of Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

Mission
The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

Vision
Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.

Core Values
- Warm Welcome + Inclusion. The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- Honesty + Diversity. Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect
difference in the service of increased understanding and empathy.

- Local Relevance + National Distinction. The Museum pursues deep investigations into Mississippi’s cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
- Artworks + Artists. Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.
- Excellence + Equity. Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style.
- Trust + Authority. The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.

**Employee Values**
A successful member of the Museum’s team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.

To apply for an opportunity to be a part of our dynamic team, please send your cover letter, three professional references, and résumé to careers@msmuseumart.org.