



JOB TITLE: Associate Director of Philanthropy
REPORTS TO: Director of Philanthropy
STATUS: Full-time/Exempt
SALARY: \$85,000-90,000 per year

POSITION SUMMARY

The Monterey Museum of Art (MMA) seeks a talented and motivated Associate Director to join the dynamic advancement team in support of the Museum's mission. This position provides operational support for MMA's development efforts, including supporting the Senior and Executive Directors' fundraising efforts during the launch of a major capital campaign, oversight of foundation and government grants, and implementation of a new customer relationship management system. The successful candidate will play a pivotal role in securing funds for the organization's programs and initiatives, as well as fostering strong relationships with existing and potential donors and members.

Reporting directly to the Senior Director of Philanthropy, the Associate Director of Philanthropy manages all other members of the Development team.

This is an exciting opportunity for an individual who is enthusiastic about fundraising and the arts, and who wishes to make a meaningful impact on the organization's mission.

MINIMUM REQUIREMENTS

- Bachelor's degree required, master's degree preferred.
- 8-10 years of experience working in nonprofit fundraising/development.
- 5 years of experience writing and managing grants in an arts organization.
- Strong organizational and multitasking skills, with keen attention to detail.
- Excellent written and verbal communication abilities.
- Proficiency in using fundraising software, CRM systems, and Microsoft Office Suite.
- Working experience with Blackbaud Altru preferred
- Comfortable working through uncertainty, building understanding, and finding practical ways to manage change.
- Ethical and professional conduct with a commitment to integrity, confidentiality, and respect for diversity.
- Ability to work independently, as well as collaboratively, in a team environment.
- Able to manage multiple priorities and meet deadlines in a fast-paced environment.
- Demonstrated commitment to the mission and values of the organization.
- Knowledge of fundraising best practices and ethical standards in the nonprofit sector.
- Must pass a DMV check as a condition of employment and possess a valid, state-issued driver's license with a clean driving record. Able to safely operate company vehicles, vans, or personal cars to visit clients, vendors, or attend events, as required.

TO APPLY

Please send a résumé and cover letter to hr@montereyart.org. We will only contact those candidates selected for further screening.

MONTEREY MUSEUM OF ART is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

