

# Briscoe Western Art Museum – San Antonio, Texas

## Position Description

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### Development Associate

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**Reports To:** Head of Development  
**Fair Labor Standard Act Status:** Non-Exempt hourly position  
**Department:** Development

#### POSITION SUMMARY

The Development Associate is responsible for all administrative aspects in the development department. He/she reports directly to the Head of Development and is an integral member of the Development team. He/she supports the development efforts by allocating time between database management, prospect research, grant coordination, and external affairs support.

#### RESPONSIBILITIES

##### **Database Management (25%):**

- Continually monitor and update constituent records to ensure accuracy.
- Act as point person for development donor database.
- Provide timely, detailed, and accurate data from the database for reports, mailings, and projects.
- Provide staff training and guidance in order to ensure consistent data entry and accuracy.
- Input *Night of Artists* buyer information into donor database.
- Collaborate with Finance staff to ensure that all gifts properly recorded, and the database is reconciled with the Finance department's records.

##### **Prospect Research (25%):**

- Identify and qualify potential leadership/major gifts donors capable of upper level annual fund, major and capital campaign gifts from online database, internet sources, newspapers, business reports, art-related periodicals, printed and electronic annual and donor reports, and other resources as appropriate.
- Analyze current donor base for leadership/major gift prospects and conduct monthly screenings of new donors and volunteers.
- Produce and coordinate distribution of comprehensive biographical, financial, and philanthropic reports on prospective donors in support of solicitation efforts.
- Research and prepare specific data for use in donor stewardship.
- Investigate, analyze, and synthesize large quantities of data into a user-friendly format for internal use.
- Utilize wealth management screenings on new, current and prospective donors and update all records in the database.
- Implement new research techniques as they arise.

##### **Grant Coordination (25%):**

- Utilize grant databases and announcement list-serves to identify grant opportunities.
- Act as point person to contract grant writer providing necessary content and articles.
- Help establish and maintain positive relationships with foundation and government funders.
- Maintain an up-to-date grant calendar for letters of inquiry, proposals and reports.
- Work closely with Finance and Exhibition teams to develop proposal budgets and supporting documents for grant requests and ensure timely receipt to grant funders.

- Generate, manage, and tabulate exhibition and program surveys in collaboration with program staff.
- Coordinate final reports and submit them to funders.
- Maintain complete and timely files for all grants, contracts, and compliance reports including in the donor database.

**Stewardship and Administrative Support (25%):**

- Create, generate, and mail donor acknowledgement of all contributions.
- Maintain foundation, corporation, and individual donor files.
- Send pledge reminders, tax statements, and other required communications to donors.
- Provide administrative support for communications and development.
- Assist with donor stewardship by making calls prior to events and overseeing purchase, presentation, and delivery of sponsor gifts and marketing collateral.
- Manage event check-in at development/museum related functions.
- Act as *Night of Artists* concierge for Collectors, managing the artist guest collector recruitment and coordinate with Collection staff - major collectors in receipt of funds and delivery of art.
- Assist with answering incoming calls and transferring calls to appropriate departments.
- Perform other duties as assigned.

**QUALIFICATIONS**

- Bachelor's degree or equivalent experience, minimum three-years of prospect research preferred.
- High level of record keeping and data management experience.
- Excellent analytical, inquisitive, and communication skills, including strong written and verbal skills.
- Ability to prioritize work and independently manage competing priorities to meet deadlines.
- Ability to appropriately handle confidential information with professionalism and adhere to recognized fundraising and research ethics policies and standards as set forth by the Association of Professional Researchers of Advancement (APRA).
- Must have strong customer service orientation.
- Demonstrated knowledge of database program processing and administrative techniques.
- Strong computer skills and demonstrated background in internet-based research. Experience working with a relational database a necessity, as well as the Microsoft Office suite of products, including Excel. Ability to download and export information between systems.

**WORKING CONDITIONS**

Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds. Evening, weekend and holiday work may be required.

**Interested parties can send a cover letter and resume using any one of these methods:**

Facsimile/FAX

Subject: **Development Associate**

Fax Number: (210) 299-4118

or

Email

Subject: **Development Associate**

info@briscoemuseum.org