



CMOM Job Post

POSITION: Development Associate
EXEMPT STATUS: Exempt
REPORTS TO: Chief Advancement Officer
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN'S MUSEUM

The Children's Museum of Manhattan helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children's development. The Museum's special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, the Children's Museum flourished. Today it is a beloved citywide resource for children, family, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan's Upper West Side. Hundreds of thousands more benefit from the Museum's outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION

The Children's Museum of Manhattan (CMOM) seeks a Development Associate to be a key member of a high-performing growing fundraising team dedicated to advancing the Museum's mission and key priorities. The Development Associate will report to the Chief Advancement Officer (CAO) and work in partnership with the Director of Development (DoD) and a growing team of fundraisers in all key areas, including an on-going capital and endowment campaign, and will work collaboratively with the Chief Executive Officer, Leadership Team, Board of Directors, and all other CMOM colleagues.

RESPONSIBILITIES (include, but are not limited to)

Administrative Responsibilities

- Manage the organization and record-keeping of correspondence, including proposals, grant reports, agreements, pledge reminders, thank you letters, call reports etc.
- Manage campaign prospect and donor tracking systems (pipeline) in collaboration with CAO.
- Manage financial tracking documents related to fundraising.
- Prepare customized pledge payment reminders and track status.
- Manage meeting calendar and assist with the preparation of materials and presentations.
- Liaise with other departments/offices and individuals, as necessary.
- Other duties as assigned.



Writing Responsibilities

- Prepare personalized acknowledgment letters and other bespoke items of correspondence on behalf of Development team, Board leadership, CMOM leadership as directed.
- Collaborate with Development team to prepare stewardship reports for lead donors, as necessary.
- Other duties as assigned.

QUALIFICATIONS

- The spirit of CMOM is collaborative, creative, and entrepreneurial. The ideal candidate has a track record of effectively providing essential support to a multi-person team.
- Superior organizational skills
- Strong attention to detail and accuracy, including expert-level proofreading and editing skills.
- Demonstrated computer skills, particularly with relational databases and programs within Microsoft Office—knowledge of Raiser's Edge and/or Acme a plus
- Excellent oral and written communication skills
- Ability to work collaboratively as part of a highly motivated team
- Ability to uphold fundraising ethics and respect confidentiality of donor information
- Ability to uphold CMOM's mission and goals
- Bachelor's degree or the equivalent experience
- Minimum 2 years of experience in development or related field

COMPENSATION

Compensation will be commensurate with experience. Please provide salary requirements with your application.

TO APPLY

Send cover letter, resume and salary requirements to admin@cmom.org.