



MADISON MUSEUM OF CONTEMPORARY ART

Assistant Development Director - Job Posting

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time Assistant Development Director of Annual Gifts. This position will supervise the museum's membership program, and manage/grow a portfolio of mid-level donors, including individuals and corporate partners, contributing between \$5,000 and \$50,000 annually. This role is pivotal in advancing MMoCA's mission by fostering meaningful relationships, enhancing donor engagement, and securing vital funding to support the museum's exhibitions, educational programs, and community initiatives. This is a full-time, on-site position that reports to the Gabriele Haberland Director of the Museum and works closely with staff in curatorial, education, development and operations.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

Portfolio Management

- Manage a portfolio of approximately 150–200 mid-level donors and prospects, ensuring personalized engagement and stewardship. Must make 15-20 contacts a month.
- Develop and implement individualized cultivation, solicitation, and stewardship strategies to deepen donor relationships and increase giving levels. Set and meet revenue growth targets for 6–10% annually.
- Identify and qualify new prospects through research and collaboration with the development team.

Individual Giving:

- Plan and execute targeted campaigns and appeals aimed at mid-level individual donors.
- Collaborate with the communications team to create compelling messaging and materials that resonate with donor interests and MMoCA's mission.

Corporate Giving:

- Cultivate and maintain relationships with corporate partners, exploring opportunities for sponsorships, matching gifts, and in-kind support.
- Develop proposals and presentations tailored to corporate philanthropic goals and MMoCA's strategic priorities.



Donor Engagement & Events:

- Cultivate and maintain relationships with corporate partners, exploring opportunities for sponsorships, matching gifts, and in-kind support.
- Develop proposals and presentations tailored to corporate philanthropic goals and MMoCA's strategic priorities.
- Lead annual fund campaign, with support from the development team and Board committee.
- Organize and participate in donor events, including exhibition openings, exclusive previews, and recognition gatherings, to enhance donor experience and loyalty.
- Work closely with the events team to ensure seamless execution and meaningful donor interactions.
- Direct donor correspondence including receipting, follow-ups, and scheduling.

Data Management & Reporting:

- Maintain accurate and up-to-date records of donor interactions, gift tracking, and acknowledgments in the CRM system.
- Generate weekly reports to assess progress toward fundraising goals and inform strategy adjustments.

Collaboration & Teamwork:

- Directly supervise development coordinator; set growth goals and define and implement strategic initiatives to move members into the donor cycle
- Partner with colleagues across departments to align fundraising efforts with MMoCA's programs and initiatives.
- Contribute to a culture of philanthropy within the organization, promoting donor-centric approaches and continuous improvement.
- Participate in ongoing training to improve department management and installation techniques. Alongside other leaders, promote diversity, equity, accessibility, and inclusion (DEAI) across museum initiatives.
- Art Fair Participation: Assist with Art Fair on the Square activities as needed, working with museum colleagues during the July event.

Qualifications (Education, Experience, Skills, Certifications, Licenses)

- Education: Bachelor's degree in a relevant field (e.g., Arts Administration, Nonprofit Management, Communications).
- Experience: Minimum of 3–5 years of experience in fundraising, with a focus on individual and/or corporate giving. Proven track record of managing donor portfolios and achieving fundraising targets.
- Skills: Proficiency in CRM systems (e.g., Raiser's Edge) and Microsoft Office and/or Google Suite. Excellent time management and organizational skills with the ability to manage multiple projects and deadlines.
- Knowledge: Passion for contemporary art and commitment to MMoCA's mission and values.
- Abilities: Strong interpersonal communication skills and the ability to take and apply feedback. Ability to work collaboratively across departments and with external partners. Strong organizational skills and attention to detail,

with the ability to manage multiple projects simultaneously. Commitment to diversity, equity, accessibility, and inclusion.

Work Environment and Job Specifications

- The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.
- Office based with frequent movement across workspaces including restaurants, private homes, meeting spaces, etc.
- Regular evening or weekend hours for exhibition openings and special events.
- Requires ability to lift and transport materials and packages up to 25 pounds.
- Must be able to remain in a stationary position for extended periods, operate standard office and design equipment, and navigate museum facilities.
- Must have a valid Driver's license.

COMPENSATION & BENEFITS

Starting annual salary is \$70,000.00 (consideration may be given for relative, direct experience beyond the minimum requirements). This full-time position includes an excellent benefits package, as well as a generous Paid Time Off (PTO) bank and 11 paid holidays.

HOW TO APPLY

Candidates are asked to submit a resume and cover letter to hr@mmoca.org by August 15, 2025. Application review will begin upon receipt.