

LESLIE – LOHMAN MUSEUM OF ART

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.

DEVELOPMENT ASSOCIATE

Employment Type: At-will

Reports to: Director of External Affairs

Employment Status: Full-Time

Salary Range: \$45,000 - \$50,000

ABOUT LLMA

Based in Soho, NYC since 1969, Leslie-Lohman Museum of Art is a vibrant platform for artistic exploration through multi-faceted LGBTQIA+ perspectives – serving as a home for queer art, artists, scholars, activists, and allies, and a catalyst for discourse on art and queerness. As the Museum reopens after the darkest moments of our 2020-21 pandemic closure with a focus on public engagement, we are at a critical inflection point in our story and poised for significant growth. While the hallmarks that informed LLMA’s beginnings—creativity, inclusion, and activism—continue to serve as guideposts for the future, the new Executive and Curatorial leadership are intent on amplifying our legacy through radical thought-leadership and support of new artist-led activities. Our aim is to center inspiring queer narratives, celebrate humanity, and forefront dignity during this complex time of sociopolitical evolution.

LLMA offers several major exhibitions a year, film screenings, performances, artist and curator talks, and panel discussions. The Museum has a collection of over 25,000 objects spanning three centuries, and an artist archive that contains information on over 2,000 LGBTQIA+ artists—both those represented in the collection and others of interest to LGBTQIA+ audiences. The Museum is a 501(c)3 non-profit organization with official accreditation by the American Alliance of Museums.

JOB SUMMARY

The Development Associate for the Leslie-Lohman Museum of Art is a full time position for a development professional to work in all facets of development, including fundraising, data management, special events and government relations.

This position provides an opportunity to work in an energetic, forward-thinking Museum alongside the Director of External Affairs and plays an important role in ensuring that the donor database and various donor programs and events are managed appropriately. This position will provide crucial logistical and administrative support for all development activities and special events. The Development Associate supports the execution and implementation of the Museum’s overall development strategy to meet short-term and long-term goals for all facets

of fundraising including individual, membership, corporate, foundation, and government. Must be able to work some evenings and weekends.

RESPONSIBILITIES INCLUDE:

Administrative support and departmental organization:

- Assist with all administrative tasks for the Director of External Affairs including but not limited to donor correspondence, preparation of fundraising materials, and collecting communication and press materials
- Manage fundraising and donor communications timeline and database
- Oversee administrative duties to care for the development plan and pipeline
- Maintain multiple development calendars (including the grants calendar, events calendar, and earned revenue) in collaboration with the Director of External Affairs that include goals and objectives met in a timely manner
- Assist with scheduling visits with major donors and prospects, among others
- Assist in preparation of foundation, government and corporate proposals. *Please note this is not a grant writing role

Event production:

- Help plan and produce fundraising events, space rentals, and public events related to cultivation and stewardship of donors

Writing:

- Generate appropriate acknowledgment letters
- Assist with crafting donor appeal letters and sponsor solicitations

Data processing, analytics and reporting:

- Manage data processing projects related to programs and events, donors, supporters, including ensuring event registrations are captured in the Museum's database
- Conduct appropriate donor analysis reporting and list generation for all campaigns and events
- Track, report, and interpret key metrics and measurements for fundraising initiatives

Interpersonal engagement:

- Share the Museum's voice with rigor, agency, and authenticity
- Liaise with Museum Members, Donors, and Board Members to support Executive Director and Director of External Affairs in cultivating and stewarding relationships

THE IDEAL CANDIDATE WILL POSSESS:

- Bachelor's Degree
- Minimum of 2-3 years experience
- Must have excellent writing skills; with a strong ability to connect with a wide variety of communities
- Strong Project Management skills.
- Skill in thinking outside the box and building and cultivating community through thoughtful engagement.
- Highly organized and detailed. Ability to multi-task multiple projects and timelines, operate against objectives, execute tasks, and meet deadlines.

- Experience working successfully and collaboratively with a variety of different colleagues and partners
- Energetic and enthusiastic, comfortable with both the creative and administrative aspects of the role
- Proficiency in Microsoft Office (Word, Excel) and Google Suite (Docs, Sheets, Forms); experience in special events support.
- Proficiency in working in database systems and reporting out for various reports
- High levels of resilience, patience, grace, and a big sense of humor.
- Passion for the Leslie-Lohman Museum of Art's mission and vision.

This is a hybrid work position with some remote work and approximately 3-4 days weekly required days in office.

The Leslie-Lohman Museum is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by the laws or regulations in the locations where we operate. The Leslie-Lohman Museum will not tolerate discrimination or harassment based on any of these characteristics. The Leslie-Lohman Museum encourages applicants of all ages.

The Leslie-Lohman Museum strives to provide a welcoming environment to all visitors and applicants. We are located at 26 Wooster Street, New York, NY 10013 (between Grand Street & Canal Street). External steps lead to our entrance doors; a wheelchair lift is available. All galleries are wheelchair-accessible, and a single-occupancy accessible restroom is located behind the visitor services desk; all restrooms are gender-neutral.

Please send a resume along with a cover letter addressing both your interest in LLMA and your qualifications for this position as well as your salary requirements to jobs2@leslielohman.org. All attachments should be in PDF format.