

Human Resources

JOB OPENING

July 23, 2010

POSITION TITLE: DEVELOPMENT MANAGER, FRIENDS OF ART

[CLICK HERE TO APPLY](#)

STATUS:

Full-time, Exempt.

JOB RESPONSIBILITIES:

The Development Manager, Friends of Art is responsible for growing membership for the Museum's largest membership group and increasing giving to the Annual Fund. The incumbent develops strategies and innovative methods to increase financial support from members. This position serves as the principal liaison with Friends of Art Council and special interest group members and is responsible for building relationships with members, practicing superior stewardship and managing onsite membership sales. Other accountabilities include data maintenance and programs management.

JOB REQUIREMENTS:

- Bachelor's Degree required
- Minimum of 3 – 5 years working with membership and/or donors
- Experience managing volunteers
- Ability to multi-task and manage multiple projects at one time
- Excellent communication (both oral and written) skills
- Excellent time management, planning, and teamwork skills
- Must be flexible, well organized
- Working knowledge of Raiser's Edge database

TO APPLY: Apply via the Nelson-Atkins Museum online application process **ONLY** at www.nelson-atkins.org. Click on Careers then the job for which you are applying.

INTERNAL APPLICANTS:

Internal candidates will receive first consideration if they meet the minimum requirements.

Apply online as directed above.

ALL APPLICANTS

All applications are accepted online only, and applicants will receive an email confirming receipt of their application.

We strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess. You may include this information in the online cover letter.

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.

The Nelson-Atkins Museum of Art conducts post-offer drug screens.