

# Associate Development Officer

**Posted Date:** March 2026  
**Start Date:** ASAP  
**Title:** Associate Development Officer, Major Gifts  
**Department:** Development  
**Reports to:** Senior Director of Major Gifts & Special Events  
**FLSA Status:** Non-Exempt  
**Schedule:** Full-time

## **The Jewish Museum:**

The Jewish Museum is an art museum committed to illuminating the complexity and vibrancy of Jewish culture for a global audience. Through distinctive exhibitions and programs that present the work of diverse artists and thinkers, the Museum shares ideas, provokes dialogue, and promotes understanding. The Jewish Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience. Located on New York City's Museum Mile, in the landmarked Warburg mansion, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among diverse audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work. For more information, please visit [www.TheJewishMuseum.org](http://www.TheJewishMuseum.org)

## **The Position:**

The Associate Development Officer is an emerging fundraiser responsible for managing a diverse and dynamic portfolio of individual donors contributing at the \$1K–\$50K level. This portfolio includes Patrons and Young Patrons, donors making restricted gifts, and supporters funding a range of institutional priorities and programmatic areas. With a particular emphasis on stewarding and upgrading Patrons (\$1K–\$10K), while engaged with a variety of funders across the department, the Associate Development Officer focuses on donor engagement, cultivation, and relationship building, with the goal of developing mid-level donors into higher-level giving. Donors giving above \$10K are managed collaboratively in partnership with gift officers and other senior fundraisers. The Associate Development Officer plays a key role in delivering a thoughtful, mission-driven donor experience at the Jewish Museum and supports the broader fundraising and strategic goals of the Development team.

## **Responsibilities Include:**

- Manage a diverse portfolio of Patrons and Young Patrons, donors making restricted gifts, and supporters funding a range of institutional priorities and programmatic areas, with a focus on stewardship and upgrading to higher-level gifts.
- Collaborate with gift officers and other senior fundraisers to support high level relationships



- Identify and cultivate opportunities to deepen donor engagement and move mid-level donors toward increased and sustained giving
- Partner with colleagues throughout the department to align donor interests with institutional priorities and funding needs
- Coordinate and execute donor engagement strategies, including personalized communications, meetings, and tailored stewardship for both unrestricted and restricted gifts
- Support the operational workflow for gifts, working with the Development Associate to ensure accuracy in database management, donor acknowledgment, restriction tracking, and reporting
- Assist with the production and distribution of donor-facing materials, including e-blasts, promotional collateral, and print mailings, in collaboration with colleagues throughout the department
- Support the planning and execution of donor cultivation and stewardship events, including evenings and weekends, in partnership with the Special Events team
- Track and report on donor engagement, gift activity, portfolio growth, and outcomes across donor segments
- Perform other duties as assigned

**Requirements:**

- 2–4 years of experience in frontline fundraising, preferably in the arts, higher education, or Jewish communal life
- Experience managing donor portfolios and supporting donor engagement and cultivation activities
- Familiarity with restricted gifts and/or funding multiple programmatic priorities preferred
- High energy, enthusiasm, flexibility, and a collaborative spirit
- Exceptional written and oral communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities under deadlines
- Willingness to work occasional evenings and weekends
- Bachelor’s degree or equivalent required
- Proficiency in Microsoft Office and related software; experience with Salesforce or other donor databases preferred

Salary Range for Position: \$64,000 – \$70,000

**Send Resume with Cover Letter To:**

**Director, Human Resources**  
**The Jewish Museum**  
**1109 Fifth Avenue**  
**New York, NY 10128**  
**Email: [jobs@thejm.org](mailto:jobs@thejm.org)**



***The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.***

*This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.*

