

# Development Associate, Institutional Giving

**Posted Date:** March 2026  
**Start Date:** ASAP  
**Title:** Development Associate, Institutional Giving  
**Department:** Development  
**Reports to:** Associate Director, Institutional Giving  
**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 Jewish Museum seeks a highly organized, proactive, and detail-oriented Development Associate to join the Institutional Giving team. This role provides essential administrative, operational, and strategic support related to the Museum's foundation, corporate, and government funders, enabling the Associate Director of Institutional Giving and senior staff to focus on cultivating, soliciting, and stewarding institutional support. The Development Associate will personally manage a portfolio of grants in partnership with the Associate Director, including overseeing aspects of grant proposals, reporting, stewardship, and funder engagement. A central responsibility of this position is extensive grant writing and preparation of supporting materials, including budgets, budget reports, program overviews, and attachments. The role also includes prospect research to identify and evaluate new grant opportunities.



## **Responsibilities Include:**

### Grant Administration & Portfolio Management

- Personally manage a portfolio of grants in partnership with the Associate Director, supporting all stages of the grant lifecycle: prospect research, proposal preparation, submission, and stewardship.
- Provide extensive grant writing support, drafting sections of proposals and preparing supporting documentation.
- Develop and compile supporting materials and attachments, including budgets, budget reports, program overviews, charts, and other content required for submissions.
- Conduct prospect research to identify and evaluate new institutional funding opportunities, including foundations, corporate partners, and government agencies.
- Track grant deadlines, deliverables, and reporting requirements to ensure compliance with funder agreements.
- Prepare funder-specific materials such as giving histories, impact summaries, and program updates to support proposal development and stewardship.
- Manage grant-related communications, including pre- and post-award correspondence, acknowledgments, and thank-you letters.
- Support billing and pledge tracking in partnership with the Development Operations team.
- Log and maintain all funder touchpoints in Salesforce to ensure accurate and up-to-date records for the Institutional Giving team.

### Donor Stewardship & Relationship Support

- Administer institutional stewardship activities for the assigned portfolio in partnership with the Associate Director and Senior Fundraisers, including coordinating funder visits, briefings, and recognition opportunities.
- Prepare funder snapshots and portfolio summaries to support personalized engagement and reporting.
- Assist with multi-year funder renewals and stewardship initiatives, ensuring consistent and timely engagement.
- Coordinate meetings with program staff to gather updates and information needed for proposals, reports, and stewardship activities.

### Administrative & Operational Support

- Maintain accurate and organized funder records in Salesforce and other internal systems.
- Track Institutional Giving revenue, expenses, and reporting metrics, providing regular updates to the Associate Director.
- Support internal coordination between Development, Finance, and program teams to gather necessary information for proposals, reports, and stewardship activities.
- Provide general administrative support to the Institutional Giving team, including document preparation, filing, and team calendar management.

### Collaboration & Team Engagement

- Work closely with the Associate Director and Senior Fundraisers to ensure consistent funder stewardship, compliance, and operational efficiency.
- Contribute ideas to improve workflows, proposal preparation processes, stewardship practices, and reporting systems.



- Assist with research and identification of prospective institutional funders for new grants.

**Requirements:**

- 2+ years of administrative or development support experience, preferably in institutional fundraising, foundations, or arts/cultural organizations.
- Experience supporting or managing grant portfolios, including preparing proposals, budgets, attachments, and reports.
- Experience conducting prospect research to identify new funding opportunities.
- Strong organizational and project management skills, with attention to detail and the ability to manage multiple priorities.
- Excellent written and verbal communication skills, with professional interpersonal abilities.
- Collaborative, professional, and flexible, with a proactive approach to problem-solving.
- 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

Salary Range for Position: \$55,000 - \$60,000

**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.*

