

Development Associate, Stewardship

Posted Date: March 2026
Start Date: ASAP
Title: Development Associate, Stewardship
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

The Position:

The Jewish Museum seeks a highly organized, proactive, and detail-oriented Development Associate to join the Major Gifts team. This role provides essential administrative and operational support to the Major Gifts vertical, enabling front-line fundraisers and the Senior Director to focus on cultivating, soliciting, and stewarding donors at all levels. The Development Associate plays a central role in executing the Museum's donor stewardship program, ensuring a seamless experience for donors and supporting the team's fundraising strategy.

Responsibilities Include:

Donor Stewardship & Relationship Support

- Administer the Museum's donor stewardship program in partnership with Major Gifts Officers, ensuring a consistent, high-quality donor experience.
- Collaborate with senior fundraisers to refine and develop new stewardship opportunities tailored to donor interests and giving levels.
- Manage pre- and post-event logistics for donor-focused activities, in partnership with the Special Events team, including tracking RSVPs, preparing donor snapshots, and compiling giving histories to support fundraisers in personalized engagement.
- Draft and send pre- and post-event communications, including invitations, follow-up emails, and personalized notes.



- Manage gift processing in partnership with the Development Operations team, including billing for open pledges, creating acknowledgment letters, and coordinating recognition materials.
- Track and log all donor touchpoints in Salesforce on behalf of senior fundraisers to ensure accurate, up-to-date records of interactions and engagement.
- Ensure donor benefits and entitlements are fulfilled accurately and on time.

Administrative & Operational Support

- Maintain and update Salesforce and MCloud records, ensuring accurate tracking of gifts, donor interactions, and prospect information.
- Track Major Gifts revenue, expenses, and budgets, in partnership with the Development Operations team, providing reports to the Senior Director and fundraisers.
- Organize team calendars, meetings, and deadlines.
- Provide general administrative support, including filing, document preparation, office supplies management, and internal reporting.

Event Coordination

- Assist in planning, coordinating, and staffing donor-focused events in partnership with the Special Events team.
- Serve as a liaison for donor list management, invitation mailings, and internal communications to ensure seamless event experiences.
- Support the execution of donor engagement activities, ensuring all logistical details are aligned with fundraising goals.

Collaboration & Team Engagement

- Work closely with the Senior Director and Major Gifts Officers to ensure consistent donor stewardship, pipeline management, and operational efficiency.
- Assist in maintaining moves management and other fundraising tools to support data-informed donor strategies.
- Contribute ideas to improve workflows, stewardship processes, event execution, and donor engagement strategies.

Requirements:

- 2+ years of administrative or development support experience, preferably in a museum, cultural institution, or fundraising environment.
- Exceptional organizational and project management skills, with the ability to manage multiple priorities.
- Excellent written and verbal communication skills, with strong attention to detail.
- Collaborative, professional, and flexible, with a proactive approach to problem-solving.
- Experience with budgets, events, or donor stewardship preferred.
- 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**

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.

