

Associate Development Officer, Major Gifts

Posted Date: May 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

The Position:

The Associate Development Officer, Major Gifts is a highly organized, proactive, and detail-oriented emerging fundraiser who manages a dynamic portfolio of individual donors giving \$1K–\$10K, including Patrons and Young Patrons, restricted-gifts, and donors contributing to a range of institutional priorities and programmatic areas. The role focuses on donor engagement, cultivation, and relationship building to grow mid-level donors into higher levels of giving. In addition, the Associate Development Officer provides essential administrative and clerical support to the Major Gifts team – ensuring accurate gift processing, maintaining donor records, preparing correspondence and materials, and supporting day-to-day operational needs. The role also manages a cohesive donor stewardship function, helping ensure a consistent, mission-driven donor experience while advancing the fundraising and strategic priorities of the whole Development team.

Responsibilities:

Front-line fundraising and portfolio management

- Manage a diverse portfolio of Patrons and Young Patrons, 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 fellow gift officers and senior fundraisers to support high level relationships



- Identify and cultivate opportunities to deepen donor engagement and move entry- and mid-level donors toward increased and sustained giving
- Partner with colleagues throughout the department to align donor interests with institutional priorities and funding needs
- Collaborate with senior fundraisers to refine and develop new stewardship opportunities and engagement strategies, including personalized communications, meetings, and tailored stewardship for both unrestricted and restricted gifts

Donor Stewardship & Relationship Support

- Administer the Museum's donor stewardship program in partnership with colleagues across the department, ensuring a consistent, high-quality donor experience.
- Create and send a variety of donor communications, including solicitations, acknowledgements, 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, including 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
- 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 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.
- Manage pre- and post-event logistics for donor-focused activities, in partnership with the Events team, including tracking RSVPs, preparing donor snapshots, and compiling giving histories to support fundraisers in personalized engagement.

Collaboration & Team Engagement

- Work closely with colleagues 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:

- 2–4 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 for Position: \$63,500 – \$68,000

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.

