

Associate Development Officer, CDO and Major Gifts

Posted Date: July 2026
Start Date: ASAP
Title: Associate Development Officer, CDO and Major Gifts
Department: Development
Reports to: Chief Development Officer
FSLA 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:

Reporting to the CDO and working closely with the Sr. Director of Major Gifts and Events and the Deputy CDO, the Associate Development Officer, CDO and Major Gifts serves as a key collaborator with both the Major Gifts team and the Office of the CDO. This role advances departmental priorities through project management, donor stewardship coordination, board engagement support, fundraising analytics, and cross-functional collaboration.

Working across the Development Division, the Manager helps ensure fundraising strategies are executed effectively, donor engagement opportunities are maximized, and leadership has the information, coordination, and operational support needed to achieve institutional goals. The role serves as a bridge between development leadership, major gifts fundraising, and department operations.



Responsibilities Include:

Strategic Initiatives & Department Leadership Support

- Coordinate implementation of department-wide priorities, strategic projects and annual goals.
- Track progress against fundraising objectives and strategic plans.
- Prepare leadership reports, presentations, dashboards, and briefing materials.
- Facilitate communication and follow-through across Development team functions.
- Identify operational challenges and recommend process improvements.
- Support departmental planning, budgeting, and goal-setting activities.

Major Gifts Strategy & Stewardship

- Partner with the Senior Director of Major Gifts to support donor engagement strategies and stewardship planning.
- Coordinate implementation of stewardship activities across donor constituencies.
- Monitor fulfillment of donor benefits, recognition opportunities, and engagement touchpoints.
- Develop donor profiles, briefing materials, and research summaries for leadership and frontline fundraisers.
- Support portfolio review processes and pipeline management discussions.
- Assist with prospect strategy meetings and donor engagement planning.
- Track stewardship commitments and ensure timely follow-up.

Board & Leadership Engagement

- Coordinate Development Committee and other fundraising-related Board activities.
- Prepare Board reports, presentations, and meeting materials in partnership with the DCDO
- Support trustee engagement and cultivation efforts.
- Track Board participation and philanthropic engagement opportunities.
- Coordinate follow-up on board-related fundraising initiatives.
- Serve as a liaison among Development leadership, trustees, and internal stakeholders as appropriate.

Reporting, Analytics, Fundraising Intelligence and Cross-Functional Coordination

- Produce fundraising reports, dashboards, and performance analyses.
- Monitor donor pipeline activity and stewardship metrics.
- Support prospect research and donor intelligence efforts.
- Maintain reporting tools that inform fundraising strategy and leadership decision-making.
- Analyze trends and identify opportunities for increased donor engagement.



- Coordinate fundraising-related initiatives involving Programs, Finance, Marketing, Membership, and Events.
- Track deliverables and timelines across teams.
- Ensure alignment between fundraising priorities and institutional activities.

Requirements:

- At least 2 years of progressive experience in a high-profile and fast-paced fundraising environment
- Strong written and oral communications skills, reflecting clear, critical, and creative thinking
- Strong background in fundraising administration, including development office management
- Experience working on budgets and providing tracking/oversight for project deliverables
- Immaculately organized with strong attention to detail
- Ability to prioritize tasks and manage multiple projects under pressure of deadlines
- B.A./B.S. degree or equivalent, preferably in business, the arts & humanities, or a related area of study
- Proficiency in MSOffice and GSuite programs, especially MS Excel, and constituent relationship management softwares, ideally Salesforce or related program
- All Development Department colleagues participate in special events, entailing some evening and weekend hours

Salary Range for Position: \$60,000 – 65,000

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.

