

## Development Coordinator

The American Alliance of Museums seeks a Development Coordinator to help administer AAM's fundraising efforts, donor management databases and stewardship activities. In this role, you will collaborate with a dynamic team representing the world's largest association of museums and museum professionals, working to provide leadership, advocacy, and service to its membership and the field at large. If you are seeking a career in philanthropy and have an interest in museums, consider joining our team!

We are a small but mighty team committed to continuous learning and fostering an inclusive and equitable workplace. We operate under a hybrid work schedule that includes remote work and in-person work at our Arlington, VA office approximately 1-2 days per week. Candidates must reside in the DC metro area (DC, MD or VA) and be able to provide proof of COVID-19 vaccination on their first day.

**About the position:** Reporting to the Senior Director of Development, the Coordinator maintains accurate contribution and donor data; works with the marketing & communications team to ensure timely, relevant donor messaging; and helps support the annual giving program, including a planned giving program, a giving circle, and an annual fund campaign, among others.

Salary is \$52,000 annually and the position is eligible for a robust benefits package including: Health, Vision, Dental Insurance with generous employer contributions on cost sharing; Generous vacation, sick and personal leave; 403(b) Retirement Plan with matching employer contribution; Telework/flexible schedules when appropriate; Access to onsite, state-of-the-art gym/showers/bicycle storage; and more.

**Skills and qualifications:** Proven experience working in customer management databases (preferably Raiser's Edge) & managing data; excellent people and communications skills with a commitment to philanthropy; ability to handle confidential information; professional demeanor; strong organizational skills with good attention to detail; ability to manage multiple tasks simultaneously and perform under deadlines; and an interest in and commitment to diversity, equity, and accessibility (DEAI). AAM is particularly interested in candidates who can complement our DEAI work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the museum field.

**How to apply:** To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of "blind hiring." To apply, please submit one document in PDF format to [hr@aam-us.org](mailto:hr@aam-us.org), using "Development" in the subject line that includes the following:

1. As part of your application, please include your resume, but do not include personal identifiers such as your name or address. Please include education but omit school names and graduation years. Please include your salary requirements and email address.
2. As part of your application, please provide a cover letter (with your email address as the only identifier) that addresses your interest in and fitness for the role, including responses to the following questions (no more than 2 pages):
  - a. Describe your previous experience working with databases including degree of responsibility and specific software.
  - b. Detail any specific experience in philanthropy.

- c. Please share how your lived experience connects to or enhances your ability to contribute to AAM's DEAI work.

Applications received by **September 16, 2022** will receive full consideration from our hiring team. Applications will be evaluated based on the content of the replies and the ability to communicate clearly. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. We expect to conduct interviews beginning mid-September. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. Please contact Human Resources at [hr@aam-us.org](mailto:hr@aam-us.org) if you need an accommodation in submitting your application.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

**About the Alliance.** The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit [www.aam-us.org](http://www.aam-us.org).