



POSITION PROFILE

Development Associate

The American LGBTQ+ Museum

New York, NY



About the American LGBTQ+ Museum

While other great institutions and organizations exist to investigate, preserve, and tell their histories, we believe a national LGBTQ+ museum is overdue.

How can LGBTQ+ communities effectively and proudly face the challenges ahead of them without knowing where we have been? How can we control the narrative about who we are, if we don't have a space to share our stories with the wider community and enshrine our position in American society? The Museum will seek to:

- Illuminate LGBTQ+ history as integral to human history
- Preserve artifacts, personal stories, and intangible heritage that are being lost every day
- Educate our communities on the evolving, complex, and sometimes internally contentious narratives of LGBTQ+ history
- Provide a physical space for LGBTQ+ people that fosters individual dignity and unifies across generations and differences
- Support and inspire a new generation of activists to advance social justice

The Museum is committed to making its permanent home in New York City, a choice that has been confirmed by our research. New York was selected because of its cultural context, its historic significance in the LGBTQ+ rights movement, and its popularity as a tourist destination.

For more information about The American LGBTQ+ Museum, please visit the [website](#).

Vision

The Museum envisions a world in which all people work toward and experience the joy of liberation.

Mission

The American LGBTQ+ Museum preserves, investigates, and celebrates the dynamic histories and cultures of lesbian, gay, bisexual, transgender, and queer people, as well as those of the emergent and adjacent identities among their communities. Using exhibitions and programs, the Museum seeks to advance LGBTQ+ equality through the lens of social justice movements, including, but not limited to, race, gender, class, immigration, age, and disability.

Position Summary

Ahead of the Museum's launch in 2026, the Development Associate will be instrumental in implementing fundraising strategy across all types of giving. The Development Associate, in close collaboration with the Executive Director and a fundraising/campaign consultant, will support cultivation, solicitation, and stewardship of all existing individual, foundation, and corporate donors.

In addition, this position, working with a CRM consultant, is responsible for launching and managing a CRM and developing a membership program. Their primary responsibility is to support the Museum in exceeding its annual philanthropic revenue goals.

The Development Associate is one of the Museum's most important ambassadors and actively manages external stakeholder relations for the benefit of the Museum. Reporting to the Executive Director, the Development Associate will have an extraordinary ability to work independently while still working in close strategic collaboration with the Executive Director, Museum staff, consultants, and board members.

Essential Job Functions

- With fundraising consultant, Development Committee members, and Executive Director, implement fundraising strategy across all types of giving with an eye towards short, medium, and long-term goals.
 - Work closely with the fundraising consultant and Executive Director to create the high-level strategy and vet it collaboratively with key staff and board members.
 - Steward, deepen, and grow a balanced set of funding sources across each category (individual, corporate, foundation, and government).
 - Identify key metrics and manage to them.
- Responsible for data entry, management, donor acknowledgements, & reporting to ensure accurate and timely data reporting.
- Responsible for tracking grants and reporting.
- Design and coordinate development events.
- Attend and participate in board Development Committee meetings. Work with Development Committee Chair to plan meetings.
- Work closely with individual donors to communicate new initiatives and plans for the Museum, both leading up to and after the Museum's opening.
- Serve as an ambassador for the Museum throughout the community.
- Participate in strategic planning and visioning, offering strategic insights from a fundraising perspective.
- Ensure compliance with fundraising code of ethics and internal policies and procedures regarding donors.
- Inspire and coordinate fundraising efforts of board members to help them leverage their unique skills and connections.
- Work collaboratively with staff and other key stakeholders throughout the Museum to identify fundraising needs and cultivation/stewardship opportunities for donors.
- Help with other tasks as needed and as time allows.

Qualifications

Experience

- Bachelor's Degree or equivalent experience. CFRE preferred.
- At least 5+ years of progressive experience in Development with a proven track record of delivering results.
- At least two years of managerial experience.
- Significant experience working on capital campaigns.
- Significant experience in individual giving, including major gifts, planned giving, monthly giving, and membership programs.
- Significant experience in corporate and foundation giving.
- Significant experience in grant writing/reporting.
- We value candidates who can demonstrate capability and articulate how prior experiences will help them to contribute.

Competencies

- Excellent verbal and written communications skills
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy
- Project management and advanced organizational skills reflecting the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Creative, innovative, and persuasive.
- Self-starter who can work independently with little direction.
- Collaborative team player.
- Ability to adapt to changing environments.
- Strictly follows AFP guidelines and general fundraising ethics.
- Excellent proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Proficiency in CRM management preferred.
- Experience working in museums, the arts, and/or socially conscious organizations preferred.
- Tech-savvy with ability to troubleshoot minor day-to-day tech issues prior to escalating to external support preferred.
- Commitment to the vision and mission of the American LGBTQ+ Museum
- Cultural responsiveness and alignment with our values; commitment to equity and inclusion
- Personal qualities of humility and empathy

Black, Indigenous, and People of Color (BIPOC), immigrants, women, Latine, and LGBTQ+ candidates are strongly encouraged to apply. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

ADA Notations

- Regular sitting, standing, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing).
- Occasional lifting/moving up to 30 lbs.
- Vision requirements include close vision and ability to adjust focus.
- Noise conditions range from quiet to moderate noise.

Reporting Relationship

This position reports to the American LGBTQ+ Museum's Executive Director and has no direct reports.

Compensation + Benefits

This is a full-time, salaried position at \$90,000 - \$110,000/annually and comes with a generous benefits package.

Location + Travel

The American LGBTQ+ Museum's offices are currently located at 520 8th Avenue, New York, NY 10018

This position may be eligible for a hybrid work schedule with two to three days in the office and two to three work-from-home days.

Some travel is expected, including in-person board meetings, some partnership meetings and museum events.

Workdays are generally Mon-Fri with some evening and weekend hours expected.

Diversity, Equity, and Inclusion

Equal employment opportunity and having a diverse staff are fundamental principles at the American LGBTQ+ Museum, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, ethnicity, religion, gender, pregnancy, sexual orientation/affectional preference, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

Submission Instructions

To apply, please email the American LGBTQ+ Museum team at info@americanlgbtqmuseum.org. Inquiries and nominations of qualified candidates may also be sent to this address.

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews with the American LGBTQ+ Museum team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join the American LGBTQ+ Museum, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.