



OCEANSIDE MUSEUM OF ART

Development Associate (Part-Time) Oceanside Museum of Art - Oceanside, CA

Oceanside Museum of Art (OMA) is looking for an organized productive individual to support the executive director and the development team in the management of administrative support for the museum's capital campaign, and to support development and membership operations.

ABOUT OMA

Oceanside Museum of Art (OMA) is a non-profit organization that began providing exhibitions and public programs in 1995 as part of their mission to bring people together to explore the art and stories of Southern California artists. OMA's exhibition program is dynamic and robust, surprising visitors with fresh and exciting visual experiences nearly every visit. In addition to these boundary-pushing contemporary art exhibitions, OMA's programming includes youth education programs, adult art classes, music, films, and creative community events that appeal to locals and tourists alike. The OMA experience stimulates imagination, presents new ideas, and challenges the familiar in a welcoming environment for those new to art, longtime museum-goers, artists, art students, or simply the curious. For more information on Oceanside Museum of Art, visit www.oma-online.org.

Development Associate's primary duties and responsibilities

OMA Campaign for Expansion

Provide administrative support to the Campaign manager (consultant) and the Executive Director

- Campaign cabinet administration—schedule meetings, regular communications, manage AV for meetings, meet and greet cabinet members, operate with respect and confidentiality.
- Campaign requests—prepare request packets, assist campaign members with scheduling, assist the executive director with campaign calls and scheduling.
- Tracking Prospect Lists, Gifts and Acknowledgements—support by tracking pending and received gifts, pledge forms, updating Campaign Progress Report (CPR), update monthly dashboard for the board of directors, draft and print acknowledgement letters, all with extreme attention to detail, and confidentiality.
- Data management—update prospect lists, conduct (iWave) prospect research.
- Provide support with events and home gatherings—develop good rapport with hosts, help manage invitations, guest lists, may include planning, layout, food and beverage, parking.
- Support all committees in the campaign org chart as needed.
- Embodies a spirit of hospitality.
- Other assistance as needed to assure the campaign is a success.

Individual Donor and Membership Support

- Manage CRM donor cultivation tracking system (Humanitru) and produce donor acknowledgement letters for all museum contributions for annual operations.
- Assist with general donor development tasks, as needed.
- Support membership and development manager with light administrative duties.
- Focus on improving the organization's outcome.

Additional support may include but not be limited to provide occasional support for non-campaign events, support with sponsor benefits, and or other projects as needed.

Qualifications: Ideal candidate has experience working in development and understands database management. Experience in museums, the arts and or other cultural organizations preferred.

Must work well in a fast-paced environment while maintaining an extraordinary ability to work independently. Strong organizational, creative problem solving, and interpersonal skills are essential. Candidate should possess excellent written communication skills, and have experience with events and program sponsorship, and fundraising event management. Experience working with CRMs essential.

The ideal person will have an entrepreneurial spirit, and an affinity for a wide-range of people.

Compensation: Hourly at \$25 for up to 24 hours per week. Not to exceed 8 hours in any one day. This is a part-time position that could be extended and or transition to a full time position.

Please send all inquiries to: Maria Mingalone, Executive Director at maria@oma-online.org

Oceanside Museum of Art (OMA) is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.