



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:

- Schedule meetings, regular communications, manage AV for meetings, meet and greet Cabinet Members, operate with respect and confidentiality.
- 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 and naming opportunities forms, and updating Campaign Progress Report (CPR), all with extreme attention to detail, and confidentiality.
- 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.
- Embody a spirit of hospitality.
- Other assistance as needed to assure the campaign is a success.

Individual Donor and Membership Support

Provide administrative support to the Development Department and the Executive Director:

- Manage CRM donor cultivation tracking system (Humanitru) and produce donor acknowledgement letters for all museum contributions for annual operations.
- Assist with general development tasks with light administrative duties, as needed.

Other Duties as assigned:

- 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:

- **Development Expertise:** Proven experience in a development or fundraising environment with a deep understanding of donor cultivation cycles and database architecture.
- **Sector Knowledge:** Prior experience within a museum, arts organization, or cultural institution is highly desirable.
- **Technical Mastery:** Advanced proficiency in both **Microsoft 365** (Excel, Word, PowerPoint) and **Google Workspace**.
- **Advanced Administrative Skills:** Demonstrated ability to execute complex administrative workflows, including sophisticated mail merges, intricate database queries, and advanced spreadsheet management (e.g., pivot tables, VLOOKUPS).
- **Communication:** Exceptional verbal and written communication skills, with the ability to manage high-stakes correspondence and represent the organization professionally via phone and email.
- **Operational and Strategic Mindset:** Anticipating needs before they arise and optimizing workflows for maximum efficiency.
- **Autonomous and Dynamic:** Must thrive in a **fast-paced, high-velocity environment** with an extraordinary ability to work independently, manage competing priorities, and meet deadlines without constant supervision.
- **Entrepreneurial Spirit:** A proactive, self-starting approach to tasks, characterized by **creative problem-solving skills** and the ability to build "something from nothing" when necessary.
- **Organizational Excellence:** Exceptional logistical prowess and attention to detail, ensuring zero-margin-for-error in donor-facing materials and event coordination.

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.

To apply [CLICK HERE](https://secure5.saashr.com/ta/OMA.careers?ApplyToJob=453363392&full_apply=&jobid=453363392) or paste this link into your address bar:

https://secure5.saashr.com/ta/OMA.careers?ApplyToJob=453363392&full_apply=&jobid=453363392

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.