



Contemporary Art  
Museum St. Louis

## **Job Opportunity: Individual Giving Associate**

The Contemporary Art Museum St. Louis seeks a detail-oriented, organized, and highly-motivated Individual Giving Associate. This is a critical position within the Museum's Development department, which is responsible for approximately \$3 million in revenue on an annual basis. Reporting to the Director of Development, the Individual Giving Associate oversees the day-to-day management of CAM's annual fundraising plan and fundraising events; manages a donor portfolio; and stewards CAM's Junior Board. The ideal candidate has at least three years relevant experience with a proven fundraising track record, is team-oriented, and has excellent interpersonal and communication skills.

This is a full-time position with competitive salary and benefits package. Occasional weekend and evening hours are required.

### **Specific Responsibilities**

- / Administer implementation of the annual fundraising plan through tracking, benchmarking, and reporting.
- / Manage annual membership recruitment and retention in collaboration with the Director of Development and Development Associate, to include: analyzing renewal, growth, and attrition rates; engaging and cultivating current members; researching new prospects; and developing strategies to grow membership.
- / With oversight from the Director of Development, steward a portfolio of donors at the \$250–\$2,500 level; identify, cultivate, and solicit new and existing donors at this level to meet annual individual giving goals.
- / Play a key role in the planning, management, execution, and fundraising success of the annual gala (\$500K gross) as well as other fundraising events, to include: identifying, cultivating, and soliciting individual and corporate sponsorships; coordinating with vendors; and collaborating with colleagues and event committees to sell tickets.
- / Serve as primary staff liaison to CAM's Junior Board (approximately 30 members); attend meetings, manage correspondence, and work with the Junior Board to meet annual fundraising goals through recruitment, engagement, and events.
- / Collaborate with the External Affairs department on the production of membership and fundraising collateral, such as printed and digital promotions, correspondence, and seasonal newsletters.

### **Qualifications**

- / Bachelor's degree from an accredited college or university and at least three years of relevant experience with a successful track record in individual giving and fundraising events.
- / Excellent interpersonal, communication, and writing skills; strong attention to detail.
- / Proven ability to establish and maintain effective relationships with colleagues, volunteers, donors, and prospects.
- / Dependability, flexibility, and adaptability in a dynamic, fast-paced environment; highly productive, with a can-do attitude.
- / Effective time and project management skills; capable of working independently and as part of a team.

/ Ability to travel throughout the area and work evenings and weekends.

**How to apply:** Please submit cover letter and resume to [work@camstl.org](mailto:work@camstl.org) with the subject line “Individual Giving Associate.”