

**Stewardship Associate**  
**North Carolina Museum of Art Foundation, Inc.**  
**Raleigh, NC**

**Job Type**

Full-time

**Description**

The Stewardship Associate assists with donor and stewardship relations of the North Carolina Museum of Art to cultivate donor relationships. The Stewardship Associate acts as the point of contact for donors and is responsible for implementing the Museum's stewardship plan, including thank you notes, endowment reporting, and managing donor recognition events. The Stewardship Associate reports to the Director of Stewardship and Special Initiatives.

**Key Responsibilities**

Implement annual stewardship plan including:

- Own the process for custom holiday cards from the Director and members of the Advancement team
- Compile and create annual endowment reports illustrating the impact of benefactor gifts (45 annually)
- Create custom thank you notes and calls when necessary
- Quarterly update for gift of art donors, including Art in Bloom
- Track stewardship and manage stewardship documents in Tessitura

Manage and oversee donor recognition:

- Manage all donor recognition initiatives including signage requests, minor naming opportunities (Auditorium seats, benches, trees, and Audubon Adopt-a-Bird initiative), and additions to donor walls
- Update donor walls quarterly
- Ensure credit lines are up to date and accessible by multiple departments
- Secure BOT approvals for naming

Work with the Advancement team to support events intended to engage and steward donors:

- Manage and implement the NCMA's benefactor program, including programming for donor stewardship and recognition events
- Support the production and staffing of Art in Bloom, the Museum's annual fundraising event
- Ensure Advancement events are tracked in Tessitura to support the strategic plan
- Work on special projects and donor requests as needed and assigned by Director of Stewardship and Special Initiatives, including flowers for donor memorial

**Requirements**

- Bachelor's degree required

- 1–3 years of fundraising and donor experience, with an emphasis on relationship management, stewardship, and reporting
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficient with Microsoft Word, Excel, and Power Point as well as internet-based communications and research tools such as Google
- Ability to work with multiple deadlines under minimal supervision and in a collaborative team environment
- Experience using computer applications, Tessitura Network CRM preferred

### **Core Competencies**

- **Ethics and Integrity:** Ability to maintain social, ethical, and organizational norms, firmly adhering to the codes of conduct and ethical principles set forth for all NCMA employees through direct and honest communication with colleagues and clients, follow through on commitments, and ability to build confidence and respect.
- **Customer Service:** Thorough appreciation of the importance of listening to and understanding our members, donors, supporters (both inside and outside the organization); anticipating needs; and giving high priority to our constituent's needs and concerns.
- **Teamwork and Collaboration:** The ability to work well with others, putting needs of group above needs of self when necessary.
- **Communication:** Ability to understand and gain understanding from leadership, peers, and subordinates as well as communities served.
- **Initiative:** Ability to actively influence events to achieve goals through self-starting rather than passive acceptance, taking action beyond what is necessarily called for in order to achieve goals.
- **Accountability:** Acceptance of full responsibility for oneself and for one's contribution as a team member.
- **Objectivity:** Ability to make decisions and take actions without prejudice, motive, or conflict.
- **Results Oriented:** Ability to prioritize goals and allocate time and resources accordingly to achieve those goals when faced with competing priorities.
- **Project Management:** Ability to anticipate, direct, and energize others, creating commitment among team members regarding project milestones, resource requirements, timelines, and measures of success.

### **Closing Date**

June 13, 2022

### **Salary Description**

\$40,000 - \$42,000 per year

### **Apply at the following link:**

[North Carolina Museum of Art Foundation - Stewardship Associate \(paylocity.com\)](https://paylocity.com/northcarolinamuseumofartfoundation/stewardship-associate)