



## **Development Assistant**

Department: Development

Supervisor: Director of Development

Status: Full-time

Salary Range: \$36,000-\$40,000

Founded in Ridgefield, CT by fashion designer and art collector Larry Aldrich, The Aldrich Contemporary Art Museum was one of the first contemporary art museums in the country and today is one of the oldest. Known for its visionary exhibition program and artist-centric approach, the Museum presents first solo intuitional shows, significant exhibitions of established artists and thematic group exhibitions around timely social themes.

The Development Assistant provides administrative support to the Development department and the Museum's Executive Director.

### Responsibilities:

- Data entry and gift processing in the Museum's database Raiser's Edge NXT
  - Preparing acknowledgement and solicitation letters in a timely manner
  - Providing logistical support to the Museum's special events, including managing RSVP lists, leading check-in and coordinating with vendors
  - With Executive Director and Director of Development, planning and coordinating Board meetings
  - Taking notes at select meetings
  - Coordinating schedules for the Executive Director and Board Committees
  - Providing general administrative support to the Executive Director, the Development staff, and the Museum's offices
  - Drafting correspondence for the Executive Director and Director of Development
- Assisting on special projects as they arise

The successful candidate for this full time position will be able to work well with the Museum's staff, Board of Trustees, and donor community, and be able to build a welcoming and positive environment for supporters. Strong writing skills are a must, along with an attention to detail and ability to juggle multiple projects at once. Candidates with enthusiasm for contemporary art and an interest in museum practice are encouraged to apply.

# The Aldrich Contemporary Art Museum



## Requirements:

- B.A. or equivalent experience
- Proficiency with Microsoft Office products
- Excellent written and verbal communication skills
- Ability to work well with individuals, both in-person and on the phone/via email
- Experience with a database a plus
- Ability to multitask
- Strong attention to detail and organizational abilities

Interested candidate should send a resume and cover letter to:

Betty Stolpen Weiner  
Director of Development  
bweiner@thealdrich.org

Qualified candidates will be contacted. No phone calls, please.

## The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.