

The Aldrich Contemporary Art Museum



TITLE: Development Assistant
STATUS: Full Time
REPORTS TO: Director of Development
SALARY: \$35,000 to \$42,000

The Aldrich Contemporary Art Museum (“The Aldrich”) is seeking a Development Assistant to provide administrative support to the Development department and the Museum’s Executive Director. This position plays a vital role as a member of the team that engages and interacts with new and prospective donors to deepen their relationship with the Museum. Founded in Ridgefield, Connecticut by fashion designer and art collector Larry Aldrich, The Aldrich 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 institutional shows, significant exhibitions of established artists, and thematic group exhibitions around timely social themes.

Responsibilities will include, but are not limited to:

- Managing data entry and gift processing in Raiser’s Edge NXT, including weekly reconciliation process with the Finance Department.
- Preparing gift acknowledgements, membership fulfillments, grant acknowledgements, and solicitation letters in a timely manner.
- With the Director of Development and the Head of Membership and Events, maintaining and executing a schedule of membership renewals, acquisitions, and fulfillment of benefits.
- 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 and taking minutes at select committee 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.
- 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.

Requirements and qualifications:

- Proficiency with Microsoft Office and Google Workspace
- Experience with Raiser’s Edge NXT, or equivalent CRM
- Excellent written and verbal communication skills

- Ability to work well with individuals, both in-person and on the phone/via email
- Ability to multitask and a strong attention to detail
- Must be able to lift and carry or otherwise move up to 25 pounds
- Commitment to Diversity, Equity, Accessibility, and Inclusion

Compensation and Benefits:

- Salary range: \$35,000 to \$42,000
- Comprehensive benefits offering including health, dental, vision, life, and LTD insurance
- Ability to participate in 401K with employer matching after one year of employment
- Generous PTO

Please send a cover letter and resume to: khoneycutt@thealdrich.org, with the subject line "Development Assistant." Qualified candidates will be contacted.

**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 feel 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.