John Simon Guggenheim Memorial Foundation
Development Associate Position Description

Created in 1925 by Senator Simon and Olga Guggenheim in memory of their son John Simon Guggenheim, the John Simon Guggenheim Memorial Foundation offers Fellowships to exceptional artists, writers, scholars, and scientists in pursuit of scholarship in any field of knowledge and creation in any art form under the freest possible conditions. Fellowships are awarded through an annual competition open to citizens and permanent residents of the United States and Canada. Since its establishment, the Foundation has granted nearly $400 million in Fellowships to over 18,000 artists, scientists, and scholars, among whom are more than 125 Nobel laureates, members of all the national academies, winners of the Pulitzer Prize, Fields Medal, Turing Award, Bancroft Prize, National Book Award, and other internationally recognized honors.

The Foundation is seeking a Development Associate to support the Guggenheim Foundation’s advancement program, including major donors, annual appeals, and special events. Reporting to the Chief Advancement Officer, you will be responsible for maintaining the donor database, overseeing gift acknowledgments, and developing reporting/stewardship plans. You will also participate in the production and implementation of appeals and other advancement communications, including the donation pages on the Foundation’s website. You will participate in organizing and executing in-person and virtual events.

You will be expected to work primarily on-site Mondays through Fridays from 9:00 AM to 5:00 PM, with occasional extra hours. You will be paid $60,000 - $75,000 annually, commensurate with skills and experience.

**Responsibilities & Duties**

- Support the Chief Advancement Officer with developing and executing strategies for semi-annual funding appeals
- Assist the Chief Advancement Officer and the Director of Communications with planning and executing the annual announcement of the Foundation’s new class of Fellows
- Configure, update, and maintain the Raiser’s Edge database of donors and prospects, ensuring timely execution and entry of activities
- Produce fundraising reports, prospect lists, and mailing lists from donor database
- Process incoming funds and reconcile gifts with Finance Department
- Craft gift acknowledgements in a timely manner
• Monitor due dates for pledge payments
• Prepare an array of written communications including correspondence, invitations, solicitations, proposals, acknowledgements, reports, and other materials as required.
• Prepare assets as needed for donor meetings and major gift asks
• Undertake prospect research and assist in identifying prospective donors
• Provide support for in-person and virtual event logistics
• Assist with activities for the Foundation’s Advancement Committee
• Support the Chief Advancement Officer by performing administrative duties as needed including organization of digital and hard copy records, filing, copying, sorting, mailing, etc.
• Other duties as assigned

**Necessary Qualifications**

• Three or more years of direct experience in fundraising/development role in non-profit sector
• Proficiency with Raiser’s Edge and Raiser’s Edge NXT
• Excellent oral and written communication skills
• Ability to maintain the confidentiality of privileged information
• Excellent time management skills

**Preferred Qualifications**

• Three or more years of direct experience in the arts or higher education
• An undergraduate degree
• Experience with annual campaigns, membership programs, and/or special events.
• Interest in the arts, humanities, sciences, social sciences, and/or scholarship.

To apply, please send a resume to search@gf.org

The John Simon Guggenheim Memorial Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, military or veteran status, citizenship, or any other characteristic protected by applicable federal, state, or local law.

Applications will be accepted from Feb 4th until Feb 21st, 2022.

Candidates who advance to second and third round interviews will be compensated for their time with a small stipend.