

ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

Membership & Development Assistant

Updated November 2024

Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Position Description

The **Membership & Development Assistant** is an integral member of the External Affairs Department, which develops and implements opportunities to expand the Museum's impact through stories to attract significant numbers of visitors annually, to heighten awareness of the Museum regionally and nationally, taking the lead in fundraising events and managing the Museum's event rental program. This position reports to the Communications Manager and works in close collaboration with the External Affairs and Operations teams.

Primary Responsibilities/Essential Functions

Events

- Help solicit auction and raffle items by managing donation requests, maintaining donor records, and ensuring timely acknowledgments.
- Coordinate outreach for corporate and individual sponsorship opportunities in support of Museum events.
- Serve as a backup for event execution, assisting with logistics, vendor communication, volunteer coordination, and on-site event support as needed.
- Assist with managing the Museum's event rental program by conducting research, creating and updating promotional materials, and supporting client communications.

Fundraising

- Process membership payments and issue membership cards and benefit information. Process, record, and send acknowledgements for sponsorships, donations, and gifts to the Museum.
- With the support of the Communications & Development Associate, keep the donor database up to date including adding new donor records and members, recording donations, updating existing donor records, and tracking attendance.
- Collaborate with the Membership & Museum Events Manager, the Communications & Development Associate, and volunteers to develop and plan Membership incentives, outreach, and programs.
- Participate in the execution of communications and fundraising initiatives.
- Assist with the preparation and implementation of Member events including exhibition openings and Collectors' Circle programs and assisting with processing of Membership acknowledgements, member cards, benefit items, and correspondence.
- Support biannual fundraising drives by researching and creating donor lists, entering

- gifts into donor database, and mailing acknowledgements.
- Other duties as assigned.

Special Requirements & Compensation

This year round, full-time position with full benefits may at times require a flexible schedule to accommodate programs, events, and after-hours work including weekend and evening hours. Overtime work (more than 40 hours per week) will generally not be offered or expected. The starting pay for this position is \$19/hour plus paid time off, health insurance, and retirement benefits after a required probationary period.

Education & Experience

The ideal candidate will have an undergraduate degree, academic training, and work experience in public relations, marketing, development/fundraising, and communications; 3+ years' combined experience in related field; excellent writing, editing, and storytelling skills; excellent verbal communication and interpersonal skills including public speaking; the ability to maintain the highest standards of professional ethics and integrity; and excellent computer skills. Proficiency in design software (Adobe Creative Suite, Canva), content management systems (Meta, WordPress, Trello), and client management systems/donor databases is highly desirable. Knowledge of museum operations, the arts industry, and/or nonprofit/arts management is a plus. This position must be flexible and able to work independently, collaboratively, and effectively in a fast-paced, creative environment.

To apply, please send a resume and cover letter to careers@ashevilleart.org with " Membership & Development Assistant" in the subject line.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.