



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Associate Development Officer
<b>Organization:</b>	The Metropolitan Museum of Art
<b>Department/Office:</b>	Development Office
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$50,000 per year with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

The Metropolitan Museum of Art (“the Museum”) is one of the world’s largest and finest art institutions. Its collections include more than two million works of art spanning 5,000 years of world culture, from prehistory to the present, and from every part of the globe. Several hundred thousand works of art are on display at any given time throughout its galleries. Seventeen curatorial departments all acquire, preserve, and present works of art, as well as publish scholarly volumes in accordance with the Museum’s mission. In addition, each year the Museum mounts approximately twenty-five special exhibitions based on works in the permanent collection from public and private collections around the world. Ranging from small, focused installations to large, international loan exhibitions, most are accompanied by a catalogue and an array of educational activities to help visitors explore the works of art, artists, culture, and ideas being presented. The Museum is also deeply committed to the conservation of its collections, and the expertise of the conservation staff is internationally renowned.

Under the dynamic leadership of the Museum’s Director, Thomas P. Campbell, the executive and curatorial team has identified new major initiatives and institutional priorities that are designed to continue to position the institution for the future, to reach out to new audiences and broaden the base of visitors, both actual and virtual, by maximizing technology. Several of the Museum’s major gallery spaces require rebuilding and reconfiguration in order to optimize the space and the display of the collection. The Museum is therefore developing a major capital campaign—the largest in the institution’s history—to support these initiatives.

## POSITION DESCRIPTION

The Associate Development Officer will have a broad range of responsibilities within the Museum’s capital campaign, as well as within the Government and Foundation area with a focus on written communications and capital project fundraising. Working with campaign staff, the Associate Development Officer will gather information and prepare correspondence, project descriptions, reports, and proposals for a range of Museum activities. In addition, he/she will assist with the campaign’s newsletter, produced twice per year; campaign events; and committee meetings, as necessary.

While providing support for and collaborating with other Museum campaign staff in raising funds, the Associate Development Officer will learn the fundamentals of fundraising and how a capital campaign is structured; how to craft funding proposals and reports for individuals, foundations, and government agencies; how to cultivate and steward a portfolio of campaign prospects; and to research prospects, work with a fundraising database, and develop budgets.

Other responsibilities may include:

- close interaction with the Development Office's Research area to assist in efforts to identify new prospects and evaluate giving potential of top prospective campaign donors,
- participation in face-to-face donor cultivation events, including curatorial tours, receptions, and events,
- interaction with the Development Office's Planned Giving program to participate in efforts to identify potential donors and cultivate and secure various forms of planned gifts that may be counted toward the Campaign's goal.

## QUALIFICATIONS

- Ph.D. in the humanities and humanistic social sciences.
- Excellent written and oral communication skills, organization skills, and attention to detail.
- Ability to analyze and synthesize complex material.
- Must be highly motivated and able to function in a fast-paced environment.
- Strong interpersonal skills.
- Ability to work independently and as part of a team.
- Flexibility, initiative, and good problem-solving skills.
- Interest in furthering the mission of the Museum.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- Have to be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: Wednesday, March 21, 2012, 6pm EDT

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.