This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
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)
- Application deadline: Wednesday, March 21, 2012, 6pm EDT

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