



Grants & Sponsorships Coordinator

Full-time

Advancement Department

The Baltimore Museum of Art is seeking a highly motivated Grants & Sponsorship Coordinator to provide critical administrative support to the Grants & Sponsorships team. This full-time, exempt position reports to the Director of Grants & Sponsorships. The Coordinator will support both the Director and Assistant Director of Grants & Sponsorships and work in collaboration with staff across the entire Museum, as well as a wide range of outside contacts.

Responsibilities include but are not limited to:

- Update and maintain donor information in database and files
- Process gifts and drafts acknowledgements and receipts for donors
- Support administration of corporate sponsor and corporate council benefits
- Research foundation and corporate donors
- Ensure recognition of institutional donors is correct in print and online materials
- Coordinate donor mailings
- Schedule meetings, conference calls, and appointments
- Process expense reports
- Support Advancement event RSVPs, check-in, and ticketing
- Draft proposals and reports for \$5,000 gifts and below
- Perform other duties or special projects as assigned

Requirements:

- Bachelor's degree preferred or professional experience equivalent
- At least 2 to 3 years of administrative or development experience within the cultural sector
- Interest in art and culture
- Excellent organizational skills and attention to detail
- Excellent writing, editing, and verbal communication skills
- Ability to plan, prioritize, and manage multiple tasks and meet deadlines
- Ability to work independently and in a team-based environment, maintaining discretion as needed
- Experience with Raiser's Edge preferred

BENEFITS

The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this full-time, exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY

Please send a cover letter with salary requirements and resume to HR@artbma.org with **“Grants & Sponsorship Coordinator” your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

COVID-19 CONSIDERATIONS

We have adjusted to a hybrid remote-work/in-person environment. A computer and the necessary peripherals will be provided to the candidate hired for this position. Please note that internet access is the responsibility of the candidate