

# CRP&A | CENTER FOR RAILROAD PHOTOGRAPHY & ART

## Development Associate

### Job Description

The Center for Railroad Photography & Art (CRP&A) is seeking to fill a new part-time (3/5<sup>th</sup> time) position called **Development Associate**. The Development Associate's broad responsibilities will be to assist and support the CRP&A's President/Executive Director and Center board members in a major gifts fundraising effort.

Specific Responsibilities include, but may not be limited to, the following:

- Prepare/draft monthly fundraising progress reports charting all philanthropic support for both the special major gifts effort and the Center's annual fund/membership efforts
- Prepare/update monthly major gift prospect tracking reports that record suggested next steps for each major gift prospect (for individuals, family foundations, large institutional foundations, businesses, corporations, organizations)
- Prepare background prospect research reports using Target Analytics ResearchPoint software as well as other online research sources (like Google, SEC records, etc.)
- Assist the President/Executive Director and Major Gifts Committee volunteer leaders with scheduling face-to-face cultivation/solicitation/stewardship meetings and assist with drafting suggested strategy memoranda + suggested agendas for cultivation/solicitation meetings
- For Major Gifts Committee, schedule monthly meetings, prepare suggested agendas and reports for review + draft summary minutes and suggested next action steps after Major Gifts Committee meetings
- With the President/Executive Director, meet weekly to review and develop major gift prospects' "next actions;" enter these next actions in relational database and reports prepared for Major Gifts Committee members
- Plan and implement all appropriate tasks for new bequest intention marketing program
- Draft proposals, routine and special acknowledgement letters, cultivation correspondence, and communication materials in support of the major gifts special effort
- When requested, accept other administrative duties to complete timely CRP&A projects that may not be related to the major gifts effort, including lending assistance with special events, exhibitions, conferences, etc.

### Database Management

- Work with outside vendor to implement conversion/transfer of all appropriate data from the CRP&A's current database system to new relational database system
- Be the CRP&A's point person for making modifications/developing special tailored reports in new relational database system
- Implement data entry protocols to assure accuracy and integrity

The Development Associate reports directly to the President/Executive Director, Scott Lothes, and will also work closely with the CRPA's major gifts fundraising consultant, Marc Hilton

**Job Qualifications:**

- **Strong communication skills:** writing (letters, online, proposals, reports, etc.), speaking on the telephone, participating in meetings, listening and cooperating with others in order to achieve common goals
- **Strong analytic skills:** proficiency with (or willingness and aptitude to learn) database software systems, Excel software, computations, and using quantitative data creatively to encourage/motivate volunteer leaders and/or to convince a prospect that supporting the CRP&A is a worthwhile investment
- **Strong research skills:** possess a natural curiosity and a dogged determination to track down biographical and other data that will help illuminate a major gift prospect's interests and passions
- **A propensity for asking questions and learning new skills:** the new Development Associate will benefit from advice and counsel of a seasoned major gifts fundraising consultant who is ready and willing to train and mentor him/her; so the position requires a willingness to ask questions and learn new skills
- **Education requirements:** a college bachelor's degree
- **Experience requirements:** While prior fundraising experience would be a plus, it is not mandatory. Experience that is expected is a successful track record in previous jobs of meeting quantitative goals, working well with colleagues and volunteer leaders, a good sense of humor, maturity beyond one's years, and embracing (or a willingness to learn to embrace) the unique and meritorious aspects of nonprofit and philanthropic culture.
- **Other qualities:** Evidence of being an independent thinker, self-starter, and problem-solver; demonstrated interest in completing tasks thoroughly, sometimes over and above what the initial task called for; willingness to be flexible and pride in keeping "multiple balls in the air" without concern.

**About the Center for Railroad Photography & Art (CRP&A)**

Railroads helped build the United States—and the world—as we know it, uniting people across vast distances while redefining concepts of space and time. Railroads and photography grew up together, and the visual arts are particularly well suited to portraying and interpreting the enormous impact of the railroad on history, society, and culture. Since its founding in 1997, the Center for Railroad Photography & Art (CRP&A) has been passionately committed to telling railroading's stories through imagery: interpreting the past creatively, connecting it to the present while looking to the future.

The CRP&A achieves its mission through exhibitions, conferences, and publications that spring from its core commitment to collect, preserve, and then make widely available imagery that portrays the nearly 200-year history of railroads. While based in Madison, Wisconsin, the CRP&A does not maintain a museum space or large facilities, but instead collaborates on its many projects with individuals and institutions ranging from museums and universities to libraries and historical societies. The Center's modest footprint—currently only two full-time professional staff members—allows it to focus its expertise on railroad imagery and the profound and moving stories it can tell.