



## **Development Fellowship – Graduate Level**

Interested in nonprofit fund development, special events, and membership programs?

Join the Palo Alto Art Center Foundation team for a graduate-level fellowship dedicated to the development process. The Foundation expands the reach and impact of the Palo Alto Art Center through fundraising and advocacy. To achieve this goal the Foundation maintains an active membership base and donor database and hosts frequent events for cultivation and stewardship purposes. The fellow will gain insight into the steps of the development process at a vibrant arts institution, while assisting with special events, membership communications, research, and database maintenance.

### **In this role, you will...**

- Conduct research regarding museum membership, event, and other development programs
- Become acquainted with the Art Center's programs, in order to understand the fundraising needs
- Assist with daily operational activities, including Salesforce database maintenance and communications
- Work with staff on membership and donor marketing campaigns
- Assist staff with donor recognition efforts and cultivation events
- Help with planning and executing special events and membership activities, including attending planning meetings and day of coordination assistance
- Prospect research for new grant opportunities
- Filing, mailings, and administrative assistance as needed
- Receive mentorship from the Art Center's Director of Development and join a nimble fundraising team, experienced with fundraising in Silicon Valley

### **You are a great fit for this role if you are...**

- Enthusiastic about working with the public and membership base in a museum setting
- Interested in the art making processes, contemporary art practices, and art engagement strategies
- Excellent organizational, written communication, editorial, and computer skills
- Detail-oriented
- Skilled in time management, prioritization, and organization
- Works well independently
- Research and database administration experience preferred
- Flexible, able to self-start, and have a passion for the arts and/or creative endeavors
- Graduate-level coursework in museum studies, nonprofit administration or other relevant field of study preferred

### **When you will work...**

This position is approximately 30 hours per week for 10 weeks, covering mid-June to mid-August 2023. Start and end dates are flexible depending on the candidate's schedule.

**Where you will work...**

This position can be hybrid with in-office days and working-from-home days, to be arranged with Art Center Foundation's Director of Development

**Your compensation...**

\$20 per hour

**Ready to join the team? Here's what to do...**

Please submit a cover letter, resume, writing sample, and contact information for two professional references. In the cover letter, please address the following questions:

- Why do you feel you would be a good fit for this fellowship?
- How does this fellowship support your professional goals?

Send all materials to Grace Pegan Abusharkh, Community Engagement Specialist, at [grace.abusharkh@cityofpaloalto.org](mailto:grace.abusharkh@cityofpaloalto.org). Applications will be considered on a rolling basis.

*The Palo Alto Art Center is committed to fostering the next generation of arts professionals through teen engagement, internships, and fellowships. We value diversity of cultures, races and ethnicities, countries of origin, ability levels, ages, religions, and gender expressions. We encourage individuals who are traditionally underrepresented in the museum field to apply.*