



ADVANCEMENT ASSISTANT

The Ogunquit Museum of American Art (OMAA) seeks a highly motivated, detail-oriented professional to join our Advancement team. Primary responsibilities include maintaining donor records, managing gift processing and acknowledgments and assisting with all museum fundraising initiatives, including events. The ideal candidate will bring strong organizational skills and database proficiency. This full-time position reports to the Director of Advancement and works closely with a collaborative and dedicated team.

Key Responsibilities

- Provide administrative support to the Director of Advancement, including scheduling, preparing reports and data visualizations, and tracking departmental progress.
- Manage donor database operations, ensuring accurate and timely entry of donor details and activities.
- Assist with donor communications, including acknowledgment letters, thank-you notes, and general stewardship efforts.
- Assist with executing and planning fundraising and volunteer events such as donor cultivation receptions, galas, and community outreach activities.
- Assist with direct mail campaigns, online fundraising efforts, membership drives and renewals, and annual appeals.
- Take notes during team meetings and generate follow-up Advancement reports.
- Collaborate across departments to support institutional needs.
- Perform other duties as assigned.

Qualifications / Personal Qualities

- Bachelor's degree and 1–2 years of professional experience preferred.
- Excellent written, verbal, and social communication skills.
- Organizational abilities with exceptional attention to detail and accuracy.
- Event planning experience is advantageous but not required.

- Demonstrated discretion, confidentiality, and sound judgment when handling sensitive information.
- Flexibility to work some evenings and/or weekends for events.
- Passion for the arts, with a particular enthusiasm for modern and contemporary art preferred.
- Commitment to fostering diversity and inclusion within the workplace and community.
- Prior experience in development/advancement is advantageous but not required.

Technical Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Familiarity with donor management software (e.g., Salesforce) preferred.
- Experience with graphic design or marketing a plus.
- Comfort with office software and technology, including troubleshooting when needed.

This job description outlines general expectations and may evolve over time.

Work Schedule and Benefits: Regular and dependable attendance in person Monday–Friday, with flexibility for occasional remote work (generally one day per week), and periodic evening/weekend commitments for donor and Museum events. Salary commensurate with experience. Benefits include health insurance, vacation time, and SIMPLE IRA.

To Apply: Please email a cover letter, resume, and the names of three references to hr@ogunquitmuseum.org. OMAA is an Equal Opportunity Employer.

About the Ogunquit Museum of American Art: Opened in 1953, OMAA was founded by the artist Henry Strater. The museum shares close historic and geographic ties to one of the earliest modern arts communities in the United States. OMAA houses a permanent collection of paintings, sculpture, drawings, prints, and photographs from the late 1800s to the present. The museum showcases American art by mounting modern and contemporary exhibitions and accompanying educational programming and events. OMAA sits on approximately three acres of gardens right on the water with stunning panoramic views of Maine’s iconic coves and outcroppings.