



Development Associate (Part-time)  
Blue Star Contemporary  
San Antonio, TX

Blue Star Contemporary, San Antonio's first and longest-running venue for contemporary art, seeks a part-time Development Associate (20 hours weekly on average) to support the organization's diverse fundraising activities to encourage investment in BSC's many exhibitions, art educational programs, and community initiatives. The successful candidate will exude confidence when communicating about contemporary art, be able to manage multiple tasks at a time, and enjoy engaging directly with BSC's visitors and donors. The Development Associate is one of the public faces of the museum and ensures a welcoming environment for approximately 300,000 annual program participants and artists.

The ideal candidate is passionate, proactive, organized, and a good communicator. The Development Associate reports to the Development Manager and works collaboratively with the entire BSC staff.

#### Principle Duties and Responsibilities:

- Engage BSC donors at onsite and offsite events through targeted campaigns and additional creative strategies.
- Ensure and grow donor base through prompt communication, administration, and care for donor relationships.
- Draft proposals and solicitation materials in support of BSC's programs and exhibitions.
- Identify prospective BSC donors and develop strategies for enrolling and engaging their support.
- Provide support for donor events.
- Review BSC credit lines on signage and program collateral.
- Establish and maintain relationships with community partners for program benefits.
- Perform general departmental administrative duties, including meeting scheduling, answering inquiries, filing, and updates to development pages on the BSC website.
- Provide excellent customer service to current and prospective members and donors.
- Other duties as assigned.

#### Specific Qualifications:

- Must be detail-oriented, highly-motivated, and able to multi-task and work well with others.
- Possess excellent communication skills, verbal and written.
- Fluency in English, required; additional proficiency in Spanish, preferred.
- Ability to represent BSC with a high level of integrity and professionalism, adhere to policies, and support management decisions in a positive, professional manner.

- Must be able to exercise excellent judgment, decorum, confidentiality, and diplomacy in all interactions.
- Demonstrated organizational and task management skills.
- Dependability, flexibility, and adaptability in a dynamic environment.
- Knowledgeable in standard computer applications and programs, for e.g., MS Word, MS Excel, email, and file management software.
- Knowledge of Adobe Creative Suite and Neon CRM software, highly preferred.
- Bachelor's degree preferred or equivalent work experience; major in art or art history highly preferred

Additional Information:

Guided by its mission to inspire the creative genius in all of us by nurturing artists through innovative contemporary art, Blue Star Contemporary is a dynamic, innovative destination for contemporary ideas. BSC is an equal opportunity employer.

This is a part-time hourly position (approx. 20 hours/week) requiring availability for some weekend, evening, and holidays. Hourly rate is commensurate with experience.

The Development Associate position is non-exempt from the Fair Labor Standards Act and will receive overtime pay for all hours worked in excess of 40 in a 7-day workweek.

Application Information:

Applicant will submit an application of cover letter, a CV/resume, and 3 references in PDF format to [elaine@bluestarcontemporary.org](mailto:elaine@bluestarcontemporary.org). The successful applicant will be subject to a background check.

Application deadline is Friday, May 17, 2019 at 5:00pm.