



BATON ROUGE GALLERY
CENTER *for* CONTEMPORARY ART

Position Title	Development Associate
Position Type	Full-time (40 hrs/wk with occasional evenings & weekends)
FLSA Status	Exempt
Reports to	Development Director
Location	1515 Dalrymple Drive, Baton Rouge, LA 70808
Compensation	\$47,000 - \$52,000 + benefits detailed below

POSITION SUMMARY

This is an exciting opportunity to join a small but mighty team working towards an exciting future for how contemporary art is experienced in Louisiana's capital. This new position will help drive BRG's efforts to build community support. It will assist in all fundraising activities but with a primary focus on the day-to-day operations of the membership program and the integrity, performance, and optimization of the customer relationship management system (Bloomerang). The position reports to the Development Director but will collaborate closely with the organization's CEO and staff to build resources that allow artists and audiences to connect.

BRG's mission is to connect audiences with local and national contemporary artists through exhibitions and innovative cultural programming.



Baton Rouge Gallery – center for contemporary art (“BRG”) is an Equal Opportunity Employer and upholds the principles of equal employment opportunity for all employees and job applicants. BRG makes employment-based decisions, including, but not limited to, recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer and termination, without regard to race, sex, sexual orientation, gender, gender identity, color, age, national or ethnic origin, pregnancy, ancestry, marital status, veteran status, military status, disability, religion, genetic trait or information, or any other legally protected status or characteristic under federal, state, and local law.



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ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and responsibilities presented here are not intended to serve as an exhaustive list, but are indicative of the roles this position will play as it relates to its core responsibilities.

Membership Recruitment & Retention

- Maintain positive relationships and communication with current and prospective BRG members to inspire renewals, upgrades, and new member acquisition;
- Work with the Development Director to design and implement BRG's annual membership recruitment and retention plan, including direct mail campaigns, social media outreach, membership drives, communication schedules, and stewardship efforts;
- Manage the full membership cycle, including acknowledgments, delivery of member benefits, ongoing stewardship, and renewals/upgrades;
- Oversee membership recruitment during opening receptions and other key events;
- Monitor and report on renewal rates, retention trends, and membership growth; analyze reports to identify opportunities and strategies for growth;
- Draft content for membership materials, promotions, and e-newsletters; collaborate with BRG's Communications Manager to develop social media content that supports membership campaigns.

Database Administration

- Responsible for daily data entry into customer relationship management system (Bloomerang) including all offline donations and membership payments, pledges, and requisite donor correspondence;
- Maintain detailed donor/member profiles that build institutional knowledge about donor preferences, priorities, and touchpoints;
- Routinely monitor, clean, and maintain development data to eliminate duplicate, inconsistent, or outdated records;
- Perform prospect research and analysis for prospective donors and sponsors and collaborate with the Development Director and President & CEO on fundraising strategy.

Additional Duties

- Assist the Development Director with grant preparation, tracking and reporting;
- Assist the Development Director with program sponsorship acquisition, fulfillment, and stewardship;
- Assist the BRG team with events, including set up, execution of the event, and break down;
- Perform other duties necessary to be a collaborative member of the BRG team.



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IDEAL CANDIDATE TRAITS/EXPERIENCE

The ideal candidate for this position will balance exceptional communication skills, attention to detail, and a hospitality mindset. The ideal candidate will bring a high energy, approachable disposition; the ability to anticipate needs and issues; savvy problem-solving skills; administrative competencies; a keen sense of organization; and a can-do, collaborative attitude.

Experience/Traits Desired

- Two years' experience in fundraising or nonprofit administration (nonprofit or arts institution experience considered a plus);
- Bachelor's degree in a relevant field (nonprofit or business management, arts administration, communications, or other related field);
- Exceptional verbal and written communication skills, including the ability to share compelling stories and occasionally complex concepts with diverse audiences;
- Unwavering professionalism and ethical standards;
- Highly organized and detail-oriented with an ability to manage multiple deadlines and projects simultaneously;
- Strong computer skills, including proficiency with CRM databases as well as platforms such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace;
- Ability to handle confidential financial / personal information with discretion and sensitivity;
- Active community involvement with strong networking abilities;
- Familiarity with the philanthropic and arts communities in the greater Baton Rouge area;
- Familiarity with Louisiana-based foundations and/or government arts funding agencies;
- A commitment to BRG's values of equity, inclusion, and broad public access to the work of contemporary/living artists;
- A valid Louisiana driver's license.

Physical Requirements

- Must be able to remain active for an 8-hour workday and occasional 10-12 hour event days;
- Ability to work a flexible schedule that will include select weekends and evenings in addition to on-site presence Tuesday-Friday;
- Must be able to work in an outdoor weather environment as necessary for select events, including heat/humidity, cold temperatures, and/or wet conditions;
- Must be able to exert up to 40 pounds of force to lift, push, pull, carry, or move objects.



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COMPENSATION & BENEFITS

- Base annual salary range: \$47,000 – \$52,000
- SIMPLE IRA retirement plan with employer-matching contributions (after initial 90 days)
- Up to 80 hours paid time off each year (excluding first 90 days)
- Professional development and skill-building opportunities
- Flexible scheduling opportunities

HOW TO APPLY

Interested candidates are invited to send a cover letter, resume, and references to BRG's Development Director, Gwen Palagi, at gpalagi@batonrougegallery.org with the subject line, "Development Associate – [Your Name]." Applications without a cover letter will be disqualified.