



The Watermill Center

a laboratory for the arts and humanities

Artistic Director, Robert Wilson

www.watermillcenter.org

DEVELOPMENT ASSOCIATE

The Watermill Center seeks a highly organized Development Associate with excellent writing skills and fluency with spreadsheets. The Development Associate will report to the Development Manager to support development communications, database maintenance, and membership and events management. This can be a part-time or full-time position, depending on the candidate's experience and availability. The position is mainly on-site at The Watermill Center, with some flexibility for remote work.

About The Watermill Center

The Watermill Center is a laboratory for the arts and humanities, providing a global community the time, space, and freedom to create and inspire.

Founded in 1992 by Robert Wilson, The Watermill Center is an interdisciplinary laboratory for the arts and humanities situated on ten acres of Shinnecock ancestral territory on Long Island's East End. With an emphasis on creativity and collaboration, Watermill offers artist residencies and education programs that integrate contemporary artistic practice with resources from the humanities and research from the sciences.

Situated on 39 Watermill Towd Rd, a 20,000 square foot main facility houses a Study Library, Art Collection, spaces for rehearsals, performances, and exhibitions, a kitchen with dining areas, and office space. The Artist-in-Residence House, at 11 Watermill Towd Rd is a 10,000-square-foot facility with eight private bedrooms, a kitchen, living areas, and an amphitheater. The Art Collection consists of 5,000+ works of art and artifacts, ranging from ancient to contemporary, including numerous museum-quality works from Indonesia, Africa, and Oceania, as well as works by contemporary artists such as Paul Thek, Donald Judd, Bruce Nauman, Robert Mapplethorpe, Agnes Martin, among others.

Responsibilities

Administrative

- Together with the Development Manager, maintain Salesforce records for all donors and prospects. Enter gifts, event information, biographies, and update records.
- Maintain an up-to-date donations tracker for all campaigns from request to receipt of funds.
- Ensure development files remain up-to-date and organized.
- Regularly work with the Development Manager and Director of Finance to ensure accurate financial records.
- Send invoices and collect payment for donations as needed.
- Generate personalized acknowledgment letters and tax letters for donors.
- Track acknowledgments, including personal letters from the Artistic Director.

Proposals & Reports

- Support campaigns, including drafting proposals and reports, copyediting narratives, and gathering supplemental materials.
- Draft fundraising reports and build presentations.
- Work with the Development Manager to research and prepare reports on prospective donors.



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Events

- Support with event coordination, including public programs, membership activities, and fundraising events.
- Coordinate guest lists, manage RSVPs, and generate face sheets.

Membership

- Support the Development Manager on membership cultivation, stewardship and initiatives.
- Act as a point of contact for members and maintain regular communications on events and programs.

Desired Skills & Qualifications

A person with writing, development, administrative experience, and a passion for contemporary art and culture. This role best suits someone who enjoys detailed task management and is comfortable working with a database system. Someone who enjoys working as part of a team in a responsive and collaborative environment and is comfortable with in-person and remote settings.

- Bachelor's degree or equivalent experience
- Minimum two years of relevant work experience in fundraising and/or special events
- Proficiency in spreadsheet creation and organization
- Excellent organizational, research, and communication skills with a strong attention to detail
- Highly collaborative and able to work across the organization
- Proficiency in development database software, Google and Microsoft Suites, Slack, Zoom, and/or adopting new digital tools.
- Ability to work evenings and weekends for special events
- Knowledge of contemporary arts and cultural sector
- Candidate must be based in the Long Island area or willing to relocate.

Employment Terms

Full-time or part-time hours, depending upon candidate experience and availability, with some weekend and evening hours for programming and events. On-site work (Water Mill, NY) is preferred, but hybrid/remote arrangements will be considered for qualified candidates. Up to 15 days vacation, dates to be approved by supervisor; 11 major public holidays; 5 personal days (all pro-rated for part-time employees); Option for health and dental insurance benefits; option for 401(k) plan. Salary commensurate with experience.

Applications

Please send a resume, cover letter, and a short writing sample to careers@watermillcenter.org with the subject "Development Associate." Only those whose applications are being considered will be contacted. No emails or phone calls, please.

The Watermill Center, operated by the Byrd Hoffman Water Mill Foundation, is a proud equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender identity or expression, national origin, age, disability, familial or veteran status, sexual orientation, or any other legally protected status.