



ANNMARIE SCULPTURE GARDEN & ARTS CENTER

Development Specialist

Position is open until filled; priority will be given to applications received by September 27, 2026

About Annmarie Garden

An affiliate of the Smithsonian Institution, Annmarie is located in scenic Solomons, Maryland, where the Patuxent River meets the Chesapeake Bay. The sculpture garden features a walking path that meanders through the forest, past permanent and loaned sculpture, including more than forty works on loan from the Smithsonian Institution and the National Gallery of Art. The garden also presents a variety of special events, gallery shows and engaging public art programs throughout the year. The Studio School offers creative classes taught by a talented faculty. The award-winning Murray Arts Building is a 15,000 sq. ft. museum-grade exhibition space that includes two large galleries, a gift shop, the artLAB, and a sunny patio that offers lovely views of the outdoor sculpture.

Mission

Annmarie is committed to connecting people to art and nature. Through a wide variety of engaging exhibits, programs, classes, public projects, and annual events, Annmarie opens up opportunities for creativity, collaboration, and reflection. By providing opportunities for visitors to experience and engage in imaginative activities, Annmarie seeks to nurture the human spirit and contribute to a healthy society.

Position Overview

The Development Specialist will play a pivotal role in strengthening Annmarie Garden's connections with stakeholders, including donors, board members, and volunteers. Reporting directly to the Development Director, the position supports development goals by supporting donor relations and ensuring effective communication and engagement strategies to advance Annmarie's mission and strategic objectives.

KEY RESPONSIBILITIES

Sponsorship Coordination

- Corporate Partnerships: Identify, cultivate, and secure corporate sponsors for events, programs, and ongoing organizational needs.
- Proposal Writing: Write compelling sponsorship packages, pitch decks, and grant proposals tailored to corporate goals.
- Account Management: Steward existing sponsors to ensure fulfillment of benefits and encourage long-term renewals.
- Market Research: Research prospective corporate partners to align their brand values with your mission.
- Revenue Tracking: Monitor sponsorship revenue against financial goals and report on return on investment

- Preparation of sponsor tickets and event materials: requires basic graphic design skills to update and prepare tickets and related materials;

Donor and Stakeholder Relations

- Develop and maintain strong relationships with donors, volunteers, and partners to enhance engagement and retention.
- Coordinate donor recognition activities, including personalized thank-you letters, gift acknowledgments, and stewardship initiatives.
- Maintain donor records in the donor database (DonorPerfect), ensuring accuracy and timeliness of gift entries, reports, and outreach.
- Support the planning and execution of donor events, including invitations, logistics, and post-event follow-ups.

Development and Communications

- Work with Development Director and Marketing Director to help craft compelling materials for donor outreach, including brochures, reports, and presentations.
- Work with Development Director to maintain consistent communication with stakeholders via newsletters, email campaigns, and social media updates.
- Track and report metrics related to donor engagement and fundraising campaigns.

Grants Coordination

- Maintain clear records of grant activity, funder interactions, and reporting requirements in the grants management system.
- Collaborate with leadership, program leads, and other staff to draft, manage, and submit grant proposals, reports, concept notes, program overviews, and other deliverables.
- Ensure timely submission of grant materials, maintaining an organized calendar of deadlines and deliverables.
- Conduct research to identify institutional funding prospects and align opportunities with organizational priorities.

General Administrative & Events Support

- Various administrative tasks associated with the work of the development team;
- Manage incoming and outgoing communications, prioritizing inquiries and ensuring timely responses.
- Maintain organized records for development activities and communications.
- Provide technical support and troubleshooting for communications-related tools, including email and web platforms and donor management systems.
- Assist with event set-up, including decorating, popping up tents and equipment.
- Other duties as assigned

Qualifications

- Bachelor's degree in nonprofit development, communications, or a related field, or equivalent work experience.
- At least 2 years of experience in grant or technical writing, fundraising, or donor relations, preferably in a nonprofit setting.
- Strong writing, editing, and research skills with an ability to create compelling proposals and donor communications.
- Experience with donor database management (e.g., DonorPerfect) and proficiency with Microsoft 365, Constant Contact, and tools like Canva or Adobe Creative Suite.
- Excellent interpersonal skills and the ability to build relationships with diverse stakeholders.
- Highly organized, detail-oriented, and capable of managing multiple projects with tight deadlines.
- Demonstrated ability to work collaboratively in a team environment while also managing independent responsibilities.

Physical Demands & Special Requirements

- Work includes routine office tasks, as well as tasks associated with hosting a special event or festival, including working outside setting up a small tent, booth or display, tables and chairs, standing for extended periods of time, etc.
- Must be able to climb a 12' ladder to hang décor and prep for events;
- Required to work Annmarie's outdoor and indoor festivals & events; includes some weekend and evening events.
- Position requires valid driver's license and operation of Garden owned vehicles;
- Subject to background investigation.

Compensation and Benefits

- This is a non-exempt, full-time position offering a salary of \$50,000 per annum.
- Candidates must be available to work on-site, including periodic weekends. Option to work remotely is determined after probationary period is completed, but candidates should understand there is limited opportunity for remote work;
- Annmarie Garden provides eligible employees a comprehensive benefits package including flexible paid time off, paying 70% of health insurance premium for employee, retirement matching, and paid vacation and sick leave.
- To apply: Send a resume and cover letter describing how your experience, skills, and interests make you uniquely qualified for this position by email with the subject line Development Specialist to jobs@annmariegarden.org.
- The position is open until filled with applications received by September 27, 2026. given priority.