

Parrish Art Museum

February 16, 2021

Director of Development

Job Summary:

The Director of Development joins the museum concurrently with the new Director and will play a key leadership role in shaping a new vision for the Parrish Art Museum. The Director of Development will report to and work closely with the Director, as well as with the Deputy Director and CFO. They will be responsible for conceiving, planning, and executing the fundraising strategy for the Parrish Art Museum and fostering a stable and vibrant culture of philanthropy for the Museum. The Director of Development will engage donors in the Museum's mission and new creative direction, and oversee the development team to achieve annual fundraising goals including: cultivating new donors and energizing donor base; securing major gifts; identifying and securing corporate partnerships, conceiving and implementing new fundraising campaigns; identifying and securing institutional grants; energizing and growing membership; and overseeing special events, including the annual Gala. The Director of Development will ensure that all departmental resources are properly and efficiently allocated, and that prospect research, outreach, solicitation, and stewardship are expertly executed.

Responsibilities and Duties Include:

- Create a vision and strategy to increase revenue by conceiving, executing, and expanding all aspects of Parrish Art Museum's development activities, including restricted and unrestricted support from individual, foundation, and corporate donors for major initiatives as well as exhibitions, acquisitions, planned gifts, membership, and other Museum programs and activities
- Work with the Director to strengthen and expand the Board of Trustees, as well as deepen existing relationships
- Evolve the vision for and implement annual fundraising events
- Oversee stewardship of institutional and corporate funders
- Lead, motivate, and inspire the Development Team and align the communications calendar and other direct response campaigns, including crowdfunding, membership solicitations and other activities with the overall development efforts; Establish and oversee annual fundraising calendars, including deadlines for grant reporting and applications
- Work with the Director, Deputy Director and CFO to establish fiscal goals and provide projections that accurately reflect anticipated revenues for the organization; Prepare regular reports for the Director and Board of Trustees on development progress against those goals
- Work closely with the Director, Deputy Director, CFO and Board of Trustees to plan and execute special campaigns
- Provide oversight and support to existing fundraising groups and councils and conceive of new initiatives

- Provide oversight and support to grant writing activities and final submissions
- Provide oversight and support to corporate sponsorship solicitations
- Liaise with the Board Development Committee and support the Board's fundraising.
- Liaise with the Collector's Council, Family Council and other donor affinity groups
- Manage the Director's development calendar
- Manage staff productivity and allocate development resources appropriately to ensure all fundraising goals and benchmarks are being met

Necessary Knowledge and Skills:

- Knowledge and enthusiasm for art, artists, and museums
- Willingness to act as an ambassador for the Museum to the press, public, and in the local community
- Exceptional writing and communication skills as well as administrative, managerial, interpersonal, and social skills
- Ease communicating with individuals from varying social and cultural backgrounds
- Dependability, flexibility, and adaptability in a dynamic environment
- Ability to work occasional evenings, weekends, and some holidays
- A bachelor's degree from an accredited university (advanced degree preferred)
- Minimum 5 years of development experience with demonstrated success in fundraising (arts or cultural experience)
- 3 years management experience, or any other combination of experience that provides the required knowledge, skills, and abilities may be considered
- In-depth knowledge of development strategies and trends and motivated to identify new directions
- Knowledge and proficiency with software and tools including Altru by Blackbaud, Microsoft Office, and MailChimp

Working Conditions: Work will be performed remotely, in the Museum offices and in public program spaces including the Museum galleries, studio and theater; and in community settings. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must accept direction from the Director in executing principal responsibilities.

About the Parrish Art Museum

The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,000 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives.

The Parrish is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. For more than a century, the Museum endured and expanded – from a single exhibition hall in Southampton Village built by Samuel Longstreth Parrish as a showcase for his collection, to its relocation in 2012 to a spacious, light-filled, purpose-built facility in Water Mill, New York.

The Museum's landscape and critically acclaimed building honor Eastern Long Island's built and natural environment evoking the unique atmosphere of the region that inspires many artists. During COVID, the meadows have become an important addition to the galleries, offering an opportunity to experience outdoor sculpture safely outside and extending an open invitation to those who drive by.

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

Interested candidates should send a cover letter and resume to: hr@parrishart.org