



PARRISH ART MUSEUM

Development Director / Deputy Director of Development

September, 2022

The Development Director (DD) / Deputy Director of Development is a critical member of the deputy-directors team. Reporting to the new Museum's Director, the Development Director is instrumental in furthering an exciting new vision and future of the Museum, leveraging the momentum of the 125th anniversary in 2023. The DD provides leadership and strategy for the effective fundraising of the Parrish and oversees the management of the Museum's development department including communications and the implementation of strategic objectives and organizational initiatives. The DD represents the Museum Director in stewardship and cultivation events.

The Development Director will help the Museum reach its goal of raising \$3-3.5 million per year in unrestricted support, start building an endowment to allow sustained operations, create prospect management systems and build out major gifts/frontline fundraising programs. The DD will have a portfolio of major and principal level donors, direct engagement with the Board and volunteer committees, and will need to create compelling gift opportunities aligned with core priorities.

The Development Director works collaboratively Museum-wide, providing leadership to promote a vibrant and highly functional workplace, as well as a deeply engaged and dynamic Museum team. This individual will be expected to interface and build trusting relationships within the Board of Trustees, major donors, foundations, and corporations. They will also work regularly with internal partners such as curators, educators, communicators and public program managers, and are expected to unite multiple constituents among key internal and external stakeholders, ensuring accountability for a healthy, sustainable operating environment. In partnership with the Museum Director, the DD will contribute to the financial stability and growth of the organization and also contributes leadership and direction to define and articulate metrics for financial and institutional success, and works together with the Deputy Director's team to implement those short-and long-term strategic goals. In the absence of the Museum Director, this individual is charged with representing the institution in all public affairs matters.

Primary responsibilities: Creates strategies and ensures their implementation for Major Donors, Foundations, Corporations, Special Events, Membership and Membership programs, and Communications. The DD will also provide advice to the Museum Director with finances including fundraising tracking and reports. In addition to these functions, the DD will motivate, and evaluate the operations department's staff and volunteers; provide and model effective project management skills; establish and maintain cooperative and effective working relationships with Museum staff, visitors, volunteers, donors, vendors, contractors, and operations representatives of other museums locally, nationally, and internationally. The DD will work with the Director and Deputy Directors team to develop plans that will continue enhancing the Museum's financial stability and growth.

The DD supervises the Director of Rentals & Corporate Relations, the Board Liaison & Special Events Manager, the Membership Director & Director's Groups, the Membership & Database Manager, the Communications Director, and contracted Grant Manager.



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Requirements: Bachelor's degree, and MBA or similar degree with a minimum of 8 years of fundraising work experience at a senior level in a museum, arts, or similar non-profit environment.

Skills: The ideal candidate will bring energy, vision, and resourcefulness to this important position. They will have an outstanding knowledge of museum fundraising principles and practices; general administrative principles, practices, and methods; budget development and management; supervisory experience, including techniques of planning and delegating work. The candidate must have strong leadership, decision making, extraordinary interpersonal skills, planning, and organizational skills; remarkable written and verbal communication skills; solid presentation, negotiation, problem solving, conflict resolution, and meeting management skills.

The DD is a member of the Parrish's Deputy Directors management team, working in concert with the Museum Director, Deputy Director for Operations, Deputy Director for Curatorial, Deputy Director for Education, and all other colleagues in the Deputy Director suite. The DD is a representative and ambassador of the Parrish in the public sphere and during all professional encounters. Vision, leadership, confidence, as well as excellent organizational, writing and communication skills, are core qualities sought after. In addition, the DD will possess the following knowledge, skills, and characteristics:

- Proficiency in fundraising strategies of prospecting, cultivation, stewardship and asks
- Proficiency in building trust and relationships with major donors, foundations, corporations, board members, key stakeholders and diverse community leaders
- Proficiency in specialized software for donor and data tracking
- Knowledge of modern and contemporary art, coupled with a commitment to arts education and an enthusiasm for working with living artists; proven ability to act as an advocate for the arts
- Senior-level management and leadership responsibility in a museum or related institution that is known for its quality and excellence; demonstrated ability to plan and operate strategically, work effectively with a diverse staff and stakeholders
- Demonstrated ability to forge inclusive and mutually respectful, trusting, and effective relationships with a diverse group of staff, community members and stakeholders
- Competence and desire to implement DEAI initiatives
- Demonstrated success in managing people and operations with a proven ability to attract, motivate, professionalize, mentor, and retain talented staff; a track record as a team builder who can delegate and empower while creating a positive and effective work environment
- Expertise in developing, tracking, and reporting on budgets
- Connections to a vibrant and national network of arts professionals, collectors, and philanthropists that can be called upon to enhance the Museum's mission and financial position
- Outstanding oral and written communication skills; presence and credibility to serve as an effective spokesperson for the Museum locally, regionally, and nationally
- A passionate and sophisticated advocate for the arts, personally and professionally committed to the Parrish mission, objectives, and programs
- Emotionally mature, with a sense of humor to maintain balance and perspective.



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Working Conditions: Work will be performed remotely, in the Museum offices, in public spaces and in program spaces including the Museum galleries, studio and theater; as well as in prospect and donor residences. 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.

Salary \$180,000-200,000