

## **JOB DESCRIPTION**

### **Principal Gift Officer**

**Reports to:** Deputy Director of Development

**Status:** Full time, Exempt

## **PURPOSE AND SCOPE**

The Principal Gift Officer (PGO) will advance the Parrish's philanthropic goals by creating and implementing effective cultivation, solicitation, and stewardship strategies and events for ultra-high-net-worth donors and prospects. Under the direction of the Deputy Director of Development and the Executive Director, the PGO will implement and evaluate cultivation, solicitation, and stewardship strategies to increase our donor base and provide direct support for all major individual giving initiatives. This position works collaboratively within a larger Development team and routinely collaborates with the Marketing and Communications department. Close collaboration with the Board of Trustees will be required.

Due to the nature of this role and the need to interact with high-net-worth donors and prospects, this is a hybrid role, primarily based in New York City with frequent travel to the East End of Long Island for special events, exhibition openings, and other donor meetings.

## **JOB RESPONSIBILITIES**

- The PGO will develop and implement strategies for identifying and securing financial support from a portfolio of principal gift donor prospects, approximately 40-50, who are capable of making gifts in excess of \$100,000.
- Develop and implement strategies for identification, cultivation, solicitation, and stewardship for individual donors, minimizing attrition, and expanding the number of participants in the museum's highest giving tiers.
- Work with the Executive Director, Deputy Director of Development, and Trustees on gift identification, cultivation, solicitation, and stewardship.
- With the Individual and Planned Giving Officer, deepen existing relationships and convert mid-tier supporters into principal donors.
- Collaborate with Marketing and Communications department to create streamlined communications and "touch points", incorporating key development strategies and messages as needed.
- Identify and cultivate and steward high net-worth individuals at exhibition openings, donor receptions, and other events, and provide special event support.
- Recommend planned giving prospects to the Individual and Planned Giving Officer with a goal of increasing membership in the museum's planned giving group.
- Maintain database records, hard files, and e-files of all individual donor transactions and related development material.
- Write proposals and create supplementary materials for major gift solicitations, as well as necessary stewardship documents.

# PARRISH ART MUSEUM

125 Years of Engagement, Vision, and Excellence

- Other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree required.
- 8-10 years of experience in development with a proven track record of success in managing individual giving programs.
- Excellent writing, communication, interpersonal, and customer service skills.
- Skilled in Microsoft Office Suite; experience with a Blackbaud CRM a plus.

## COMPETENCIES AND SUCCESS FACTORS

- Team player willing to pitch in where needed.
- Knowledge of the national philanthropic community. Specific knowledge of the Hamptons and New York City philanthropic network a plus.
- Knowledge of key stakeholders and artworld funders is helpful.
- Background and interest in being an advocate for visual art and culture preferred.
- Some travel might be required to visit donors and seasonal art fairs.

**WORKING CONDITIONS:** As this is a hybrid role, work will primarily be conducted from the PGO's home office. Work performed at the Parrish will be a normal open-space office environment and in program spaces including the Museum galleries, studio and theater; as well as in key stakeholder spaces, and prospect and donor residencies. 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 Executive Director in executing principal responsibilities.

**INTERPERSONAL COMMUNICATIONS:** Candidates need to possess strong organizational and interpersonal skills. The incumbent needs to be approachable and responsible and must be able to work both independently and with a variety of staff, vendors as well as the general public. This position requires confidentiality, integrity, understanding, and high ethical standards.

**DISCLAIMER:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

**SALARY:** This position has a pay range between \$95,000 and \$120,000 per year.

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**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 3,600 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. 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. It 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.

**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.

To apply, please send a resume and cover letter to [hr@parrishart.org](mailto:hr@parrishart.org) Position open until filled.

Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, The Parrish will contact you to schedule an interview. No phone calls, please.