

PARRISH ART MUSEUM

125 Years of Engagement, Vision, and Excellence

JOB DESCRIPTION

Job Title: Special Events and Corporate Relationship Manager

Reports to: Deputy Director of Development

Status: Full-time, Exempt

PURPOSE AND SCOPE

The Special Events and Corporate Relationship Manager will advance the Parrish's philanthropic goals by managing the museum's signature four fundraising Spring and Summer events, including the annual gala weekend: Midsummer Dance and Dinner. They will also manage a growing portfolio of corporate donors and sponsors, creating and implementing effective cultivation, solicitation, and stewardship strategies. This position works collaboratively within a larger Development team of six people, with a three-member Marketing and Communications team, and with the Gala Committee comprised of museum trustees and stakeholders.

Due to the nature of this role and interaction with staff across the organization, this is an on-site and in-person role. Remote working days are possible on a case-by-case basis with supervisor approval.

Job Responsibilities

Special Events:

- Under the supervision of the Deputy Director of Development, oversee the production and implementation of the museum fundraising events including the annual Midsummer Dance and Dinner, a two-day benefit event held in mid-July which routinely raises over \$1M in contributed revenue for the museum.
- Oversee the production of the museum's other key benefits, which in the past have included: Spring Fling, Landscape Pleasures, Family Benefit Party, and others.
- Organize meetings with Gala Committee members (volunteer leadership), our in-house team, and Gala production consultants, and coordinate follow-up communication and completion of action items concerning all aspects of these special events.
- Take responsibility for event timelines and deadlines ensuring that all tasks are completed by the appropriate team member in timely fashion – such tasks will include invitation design, preparation and mailing, distribution of tracking reports, town permitting, preparation of event components and event follow ups and debriefs, etc.
- Work closely with all events related vendors including gala production consultants, caterers, AV vendors, parking vendors, decorators, and entertainment and other related event contractors.

- Create budget and ticket purchasing protocols and ensure that budgets and revenues are secured, tracked, solicited, and finalized in a timely fashion.
- Communicate efficiently with the Gala Committee and all stakeholders on ticket sales, revenue to date and guests lists, and other reports.

Corporate Relationships:

- Maintain and manage a portfolio of approximately 20-23 corporate donors and sponsors, including conducting regular in person/virtual meetings and other communications.
- Develop and implement strategies for cultivation, solicitation, and stewardship for corporate sponsors, minimizing attrition, and expanding the corporate portfolio.
- Ensure that corporate sponsorship fulfillments are satisfied per the terms of their contracts.
- Collaborate with Marketing and Communications Department to ensure corporate acknowledgements are included on relevant publications and other collateral.
- Collaborate with the Membership and Annual Fund Director, and the Development Officer for Corporate and Major Donor Relations to manage strategy for special initiatives and donor cultivation and stewardship events.
- Maintain database records, hard files, and e-files of all corporate sponsors.
- Write proposals and create supplementary materials for major gift solicitations, as well as necessary stewardship documents.
- Other duties as assigned.

Qualifications

- Bachelor's degree required.
- 5 or more years of experience in development with a proven track record of success in managing special events and corporate sponsorships.
- 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 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.

WORKING CONDITIONS: Work will be performed in a normal open-space office environment at Museum offices and remotely in public spaces 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 \$75,000 and \$85,000 per year.

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 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.