



PARRISH ART MUSEUM

Title: Development Director & Individual Giving Officer (May 2024)

Reports to: Chief Development Officer

Full time, Exempt

JOB PURPOSE

The Development Director & Individual Giving Officer (DDIGO) will advance the Parrish's philanthropic goals by creating and implementing effective cultivation, solicitation, and stewardship strategies for donors and prospects across the Development department. Under the direction of the Chief Development Officer, this position will implement and evaluate cultivation, solicitation, and stewardship strategies to increase the Parrish's individual donor base and provide direct support for individual giving initiatives with a focus on exhibition funding. They will also provide oversight of the Museum's membership and annual fund programs. The DDIGO works collaboratively within a larger Development team of seven people and routinely collaborates with a three-member Marketing and Communications team and a three-member Curatorial team.

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

- Maintain and manage a portfolio of approximately 75 individual donors (donors \$10,000 and above), including conducting regular in-person/virtual meetings and other communications.
- Develop and implement a sustainable individual donor pipeline for exhibition support; be responsible for creating pitch packets, distributing them, and following up via direct asks.
- Provide oversight with the Chief Development Officer of the Museum's membership and annual fund programs, and special board events.
- Develop, implement, and oversee departmental coordination strategies for cultivating, soliciting, and stewarding individual donors, minimizing attrition, and expanding the number of program participants.
- Conduct research, prospecting, and create reports for potential donors.
- Work with Chief Development Officer on Major Gift identification, cultivation, solicitation, and stewardship.
- Use technology and other resources (such as Altru CRM) to develop and manage a robust prospect pool; identify and cultivate new leads, deepen existing relationships, and convert lower-level members into major donors.
- Strategize and implement donor asks, particularly exhibition underwriting.
- Collaborate with Marketing and Communications department to create streamlined donor communication (including digital) strategy, incorporating seasonal touch points, key development strategies, and messages as needed.
- Cultivate and steward high-net-worth individuals at exhibition openings, donor receptions, and other events, and provide special event support.
- Oversee and collaborate with the Membership and Annual Fund Director, and the Special Events and Corporate Relationship Manager to manage strategy for special initiatives and donor cultivation and stewardship events.
- Maintain database records, hard files, and e-files of all individual donor transactions and related development material. Create reports as necessary.
- Write proposals and create materials for major gift solicitations, as well as any necessary stewardship documents for fundraising purposes.



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- 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 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 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 \$85,000 and \$120,000 per year commensurate with experience.

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.



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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.