



PARRISH ART MUSEUM

JOB TITLE: CORPORATE RELATIONS & GIVING CIRCLES MANAGER

REPORTS TO: Development Director & Individual Giving Officer

SALARY RANGE: \$65,000-\$85,000

STATUS: Full-Time, Exempt

October 2024

The Corporate Relations & Giving Circles Manager is responsible for securing corporate supporters of Museum events and exhibitions and focuses on growing the Parrish’s Upper-Giving Circles programs (\$5,000, \$10,000, and \$25,000 levels).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- **Corporate Relationships:**
 - Maintain and manage a portfolio of 50+ corporate donors and sponsors of Museum events, exhibitions, and other programs, conducting regular in-person and virtual meetings to ensure ongoing cultivation and engagement.
 - Develop and implement strategies for cultivating, soliciting, and stewarding corporate sponsors, focusing on minimizing attrition and expanding the corporate portfolio.
 - Develop custom stewardship and acknowledgment plans (including acknowledgment letters) for corporate supporters.
 - Write proposals and reports for corporate supporters.
 - Ensure corporate sponsorship benefits are satisfied according to contract terms and delivered effectively.
- **Growing Museum’s Upper-Level Giving Circles:**
 - Solicit, cultivate, and steward Merrit-Chase (\$25,000), Director’s Council (\$10,000), and Parrish Circle (\$5,000) patrons, maintaining a portfolio of 50+ prospects.
 - Develop custom stewardship and acknowledgment plans (including acknowledgment letters) for Upper-Level donors.
 - Actively work to upgrade existing lower-level Museum donors to Upper-Level giving circles.
 - Closely collaborate with Special Events Manager to design bespoke events for Upper-Level patrons and Parrish Board Members.
 - Work closely with Parrish Board Members and the Museum Director to identify, cultivate, and follow up with Upper-Level Giving Circle prospects.
 - Oversee the Museum’s Business Council.
- **Additional Development Duties:**
 - Assist the Development Director & Individual Giving Officer as assigned.
 - Support the Membership, Annual Fund, & Database Manager as assigned.

QUALIFICATIONS:

- 2 or more years of experience in a development department with a proven track record of success.
- Excellent writing, communication, interpersonal, and customer service skills.
- Skilled in Microsoft Office Suite; experience with a Blackbaud CRM a plus.
- Bachelor’s degree required.

COMPETENCIES AND SUCCESS FACTORS:

- Team player willing to pitch in where needed.
- Knowledge of East Coast 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 in program spaces, including the Museum galleries, studio, and theater, as well as in key prospect spaces. 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 essential functions. Must accept direction from the Deputy Director of Development and Executive Director in executing principal responsibilities.

INTERPERSONAL COMMUNICATIONS: Candidates need to possess strong communication, organizational, and interpersonal skills. The incumbent needs to be approachable and responsible and able to work both independently and with a variety of staff, funders, and 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 \$65,000 and \$85,000 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.

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.