



PARRISH ART MUSEUM

JOB TITLE: CORPORATE RELATIONS & GIVING CIRCLES MANAGER

REPORTS TO: Development Director **and** Executive Director

SALARY RANGE: \$65,000–\$82,000

STATUS: Full-Time, Exempt

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 and is the oldest cultural institution in the region. 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 expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

JOB PURPOSE

The Corporate Relations & Giving Circles Manager is responsible for securing corporate supporters for Museum events and exhibitions, **with a strong focus on expanding** the Parrish’s Upper-Giving Circles programs (**target levels include \$5,000, \$10,000, and \$25,000 gifts**). This role involves managing relationships with corporate donors and sponsors while also elevating existing donor levels through proactive engagement and strategic stewardship.

JOB RESPONSIBILITIES

Corporate Relationships:

- **Manage and nurture a portfolio of 50+ corporate donors and sponsors** for Museum events, exhibitions, and other programs; conduct regular in-person and virtual meetings to ensure ongoing cultivation and engagement.
- **Develop and implement strategic plans** for cultivating, soliciting, and stewarding corporate sponsors, with an emphasis on minimizing attrition and expanding the corporate donor portfolio.
- Create custom stewardship and acknowledgment plans (including **personalized** acknowledgment letters) for corporate supporters.
- Write proposals and reports for corporate supporters.
- **Ensure that corporate sponsorship benefits are fulfilled in accordance with contract terms and delivered effectively.**

Growing Museum's Upper-Level Giving Circles:

- Solicit, cultivate, and steward patrons at the Merritt-Chase level (\$25,000), Director's Council (\$10,000), and Parrish Circle (\$5,000), managing a portfolio of 50+ prospects.
- Develop **bespoke** stewardship and acknowledgment plans (including personalized acknowledgment letters) for Upper-Level donors.
- **Proactively work to upgrade existing lower-level donors** to Upper-Level Giving Circles.
- Collaborate closely with the Special Events Manager to design bespoke events for Upper-Level patrons and Parrish Board Members.
- **Partner with Parrish Board Members and the Museum Director** to identify, cultivate, and follow up with prospects for the Upper-Level Giving Circles.
- Oversee the Museum's Business Council.

Additional Development Duties:

- Assist the Development Director **and** Individual Giving Officer as assigned.
- Support the Membership, Annual Fund, **and** Database Manager as assigned.

QUALIFICATIONS

- **A minimum of 2 years of demonstrated success** in a development department.
- Excellent writing, communication, interpersonal, and customer service skills.
- Proficiency in Microsoft Office Suite; experience with a Blackbaud CRM is a plus.
- Bachelor's degree required.

COMPETENCIES AND SUCCESS FACTORS

- **A collaborative team player** who is willing to pitch in wherever needed.
- Familiarity with the East Coast philanthropic network is a plus.

- Knowledge of key stakeholders and art-world funders is helpful.
 - A background in, or passion for, visual art and culture is preferred.
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WORKING CONDITIONS

Work will be performed in a typical open-space office environment at the Museum offices in **Water Mill** and in program spaces, including the Museum galleries, studio, and theater, as well as in key prospect locations. The physical demands and work environment characteristics are representative of those encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The incumbent must accept direction from the Deputy Director of Development and Executive Director in executing principal responsibilities.

INTERPERSONAL COMMUNICATIONS

Candidates should possess strong communication, organizational, and interpersonal skills. The ideal candidate is approachable, responsible, and capable of working both independently and collaboratively with a variety of staff, funders, and the general public. **This position requires a high degree of confidentiality, integrity, and ethical conduct.**

DISCLAIMER

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

APPLICATION INFORMATION

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.**