



## PARRISH ART MUSEUM

**JOB TITLE: DEVELOPMENT DIRECTOR & INDIVIDUAL GIVING OFFICER**

**REPORTS TO:** Executive Director

**SALARY RANGE:** \$100,000–\$115,000

**STATUS:** Full-Time, Exempt

**JANUARY 2025**

---

**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 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 these strategies to expand the Parrish's individual donor base and directly support individual giving initiatives—with a particular focus on exhibition funding. Additionally, the DDIGO will provide oversight of the Museum's membership and annual fund programs. This role works collaboratively within a Development team of seven people and routinely partners with a three-member Marketing and Communications team as well as a three-member Curatorial team. Due to the nature of this role and its interaction with staff across the organization, it is primarily an on-site, in-person position, with remote working days possible on a case-by-case basis upon supervisor approval.

---



## PARRISH ART MUSEUM

### JOB RESPONSIBILITIES

- **Portfolio Management:**  
Maintain and manage a portfolio of approximately 75 individual donors (donors contributing \$10,000 and above), including conducting regular in-person and virtual meetings and other communications.
- **Donor Pipeline & Exhibition Support:**  
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.
- **Program Oversight:**  
Provide oversight, in collaboration with the Chief Development Officer, for the Museum's membership and annual fund programs, as well as special board events.
- **Strategic Donor Engagement:**  
Develop, implement, and oversee departmental coordination strategies for cultivating, soliciting, and stewarding individual donors. This includes minimizing attrition and expanding the number of program participants.
- **Research and Prospecting:**  
Conduct research and prospecting to create reports for potential donors.
- **Major Gift Initiatives:**  
Collaborate with the Chief Development Officer on the identification, cultivation, solicitation, and stewardship of major gifts.
- **Technology and CRM Utilization:**  
Use technology and other resources (such as the 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.
- **Exhibition Underwriting:**  
Strategize and implement donor asks, particularly related to exhibition underwriting.
- **Collaborative Communications:**  
Collaborate with the Marketing and Communications department to create a streamlined donor communication strategy (including digital touch points), incorporating seasonal messaging and key development strategies.
- **Event and Special Support:**  
Cultivate and steward high-net-worth individuals at exhibition openings, donor receptions, and other events; provide special event support as needed.
- **Team Coordination:**  
Oversee and collaborate with the Membership and Annual Fund Director, and the Special Events and Corporate Relationship Manager, to manage strategies for special initiatives and donor cultivation and stewardship events.
- **Database Management:**  
Maintain database records, hard files, and e-files of all individual donor transactions and related development material, and create reports as necessary.
- **Proposal and Material Development:**  
Write proposals and create materials for major gift solicitations, as well as any necessary stewardship documents for fundraising purposes.



## PARRISH ART MUSEUM

- **Additional Duties:**  
Perform other duties as assigned.
- 

### QUALIFICATIONS

- Bachelor's degree required.
  - 5–8 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.
  - Proficiency in Microsoft Office Suite; experience with a Blackbaud CRM is a plus.
- 

### COMPETENCIES AND SUCCESS FACTORS

- A team player willing to pitch in wherever needed.
  - Knowledge of the Hamptons and New York City philanthropic network is a plus.
  - Familiarity with key stakeholders and art-world funders is helpful.
  - A background in, or a passion for, visual art and culture is preferred.
- 

### WORKING CONDITIONS

Work will be performed in a normal open-space office environment at Museum offices and remotely in public spaces and program areas—including the Museum galleries, studio, and theater—as well as in key stakeholder spaces and prospect/donor residences. 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 these essential functions. The incumbent must accept direction from the Executive Director in executing principal responsibilities.

---

### INTERPERSONAL COMMUNICATIONS

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

---

### DISCLAIMER

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

---



## PARRISH ART MUSEUM

### APPLICATION INFORMATION

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.**

*The Parrish Art Museum is an equal opportunity employer. The Museum is committed to fostering 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.*