



## PARRISH ART MUSEUM

### **JOB TITLE: PRINCIPAL GIFTS & PLANNED GIVING DIRECTOR**

**REPORTS TO:** Executive Director

**SALARY RANGE:** \$100,000–\$125,000

**STATUS:** Full-Time, Exempt / NYC based / hybrid position (**flexible remote work options available**)

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### **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 educational 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. As the oldest cultural institution in the region, the Museum was founded in 1898 by Samuel L. Parrish in the Village of Southampton and opened its new Herzog & de Meuron–designed facility in Water Mill in 2012, expanding its services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

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### **JOB PURPOSE**

The Principal Gift Officer (PGO) will advance the Parrish’s philanthropic goals by **designing and executing** effective cultivation, solicitation, and stewardship strategies and events for ultra-high-net-worth donors and prospects. Reporting to the Executive Director, the PGO will develop, implement, and evaluate strategies to expand our donor base and support all major individual giving initiatives. This role works collaboratively within a larger Development team and regularly partners with the Marketing and Communications department. **Close collaboration with the Board of Trustees is essential.**

**Note:** Due to the nature of this role and the need to interact with high-net-worth donors and prospects, this hybrid role is primarily based in New York City with **regular** travel to the East End of Long Island for special events, exhibition openings, and donor meetings.

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### JOB RESPONSIBILITIES

- **Develop and execute strategies** for identifying and securing financial support from a portfolio of approximately 40–50 principal gift donor prospects, each capable of making gifts in excess of \$100,000.
- Design and implement comprehensive strategies for the **cultivation, solicitation, and stewardship** of individual donors, aiming to minimize attrition and expand participation in the Museum’s highest giving tiers.
- Collaborate closely with the Executive Director, Director of Development, and Trustees to identify, cultivate, solicit, and steward donors.
- **Create and launch a robust Planned Giving program** to deepen existing relationships and convert mid-tier supporters into committed planned giving participants.
- Partner with the Marketing and Communications department to develop **integrated (including digital) communication strategies and regular “touchpoints”** that support key development messages.
- Identify, cultivate, and steward high net-worth individuals at exhibition openings, donor receptions, and other special events; provide dedicated event support as needed.
- **Recommend potential planned giving prospects** to the Individual and Planned Giving Officer, with a goal of increasing membership in the Museum’s planned giving group.
- Maintain detailed database records, hard files, and e-files of all individual donor transactions and related development materials.
- Write proposals and create supplementary materials for major gift solicitations, as well as develop necessary stewardship documents.
- **Perform additional duties as assigned.**

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### QUALIFICATIONS

- Bachelor’s degree required.
  - **5–8 years of progressive experience** in development with a proven track record 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.
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### COMPETENCIES AND SUCCESS FACTORS

- **Strong team orientation** with a willingness to contribute across departments.
  - Familiarity with the national philanthropic community; specific knowledge of the Hamptons and New York City philanthropic networks is highly desirable.
  - Awareness of key stakeholders and art-world funders is beneficial.
  - A background in, or a passion for, visual art and culture is preferred.
  - **Willingness to travel** as needed to meet with donors and attend seasonal art fairs.
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### WORKING CONDITIONS

As this is a hybrid role, work will primarily be conducted from the PGO's home office. Work performed at the Parrish will take place in a typical open-space office environment, in program spaces (including Museum galleries, the studio, and theater), as well as in stakeholder spaces and donor residences. The physical demands and work environment characteristics are representative of those encountered while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. **The incumbent is expected to follow the direction of the Executive Director in executing principal responsibilities.**

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### INTERPERSONAL COMMUNICATIONS

Candidates must possess strong organizational and interpersonal skills. The ideal candidate is approachable, responsible, and able to work both independently and collaboratively with a variety of staff, vendors, and the general public. This position requires a high level of confidentiality, integrity, understanding, and ethical standards.

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### DISCLAIMER

The above description is not designed to be an exhaustive list of all duties and responsibilities required of the position.

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## 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.*