

Assistant Director, Development

Reports to:

Director and CEO

Overview:

The Hudson River Museum seeks an experienced and results-driven Assistant Director, Development to ensure robust support from foundations, individuals, corporations, and government agencies. Reporting to the Director and CEO, the Assistant Director, Development will be a key member of the senior team, responsible for developing and leading all aspects of fundraising efforts for this dynamic and expanding museum with an approximately \$3.6 million operating budget.

Key Responsibilities:

Development Strategy

- Create and implement an annual fundraising strategy to support the vision for a holistic program that encompasses individual, foundation, government, and corporate support for the Museum's multidisciplinary work; create and maintain a rolling three-year plan for growth.
- Lead the solicitation for the "Fund for HRM" multi-year major gift initiative toward capital, endowment, and operating goals.
- Ensure that all data is managed appropriately to enable effective fundraising and ensure that decisions are informed by clear analysis and reporting.
- Provide regular updates to leadership on fundraising progress against goals; prepare quarterly reports for Board Committees on fundraising status and forecast; provide input into Board reports and other ad hoc report requests from leadership, including KPI tracking, dashboards, and other analytics.

Fundraising

- Manage annual Board giving and a portfolio of donors and prospects through face-to-face cultivation, solicitation, and stewardship meetings, and effective written communications.
- Direct all development activity, including annual fund, sponsorships and grants, major gifts, planned giving, and fundraising and cultivation special events.
- Manage the Museum's portfolio of major donors, including day-to-day details of campaign implementation, arrangements and notifications for meetings, campaign correspondence, and monitoring gift and pledge records.
- Direct fundraising efforts of CEO and the Board of Trustees in securing new

- and renewed gifts.
- Write proposals and communications for significant solicitations for projects that include programmatic, capital, and endowment.
 - Cultivate and steward relationships with a wide range of donors, grant funders, and volunteers.
 - Create and implement research and strategies to identify, prioritize, cultivate, solicit, recognize, and steward all prospects and donors; maintain a portfolio of donors and prospects.
 - Develop, propose, and implement Development Plans designed to meet the organization's short- and long-term contributed revenue objectives.
 - Serve as staff liaison to the Development Committee.
 - Serve as a welcoming presence in HRM's donor community, earning respect and appreciation through advanced communications skills and a donor-first, service-oriented approach, and excellent follow-up.
 - Utilize DonorSearch software for prospect research and identification; demonstrate ability to synthesize information to create action plans.

Membership & Special Events

- Develop and implement strategies to increase membership, including membership retention, acquisition, and engagement.
- Supervise the Manager, Membership and Special Events, to ensure database management, processing memberships, and communicating with members.
- Collaborate with other departments to create membership benefits, events, and programs that enhance the member experience and promote the museum's mission.

Management

- Oversee all restricted and unrestricted contributed revenue streams, including Special Event Fundraising, Individual and Corporate Membership, and Individual and Institutional giving.
- Develop annual budgets and lead the goal-setting process for contributed revenue and Membership.

Administration & Supervision

- Supervise and strategically guide the Development staff, including a full-time Development Officer, Membership and Special Events Manager, a part-time Special Projects Coordinator, and contractual development support. Manage and strategically guide Advise the team on proposals and outreach.
- Provide the infrastructure, processes, procedures, and systems that optimize efficiency and productivity.
- Participate in interdepartmental meetings of Senior Staff, serve as an active collaborator, and hold regular department meetings.
- Ensure gift acknowledgment letters, prospecting, and communications are timely and accurate.

Requirements:

- Bachelor's degree.
- 7+ years of progressive leadership experience in development roles in a not-for-profit organization, preferably in the arts, and at least three years of supervisory experience.
- Successful, demonstrable track record in securing major gifts, as well as nurturing loyal donors.
- Proficiency with Microsoft Office (Outlook, Word, Excel), and the ability to effectively utilize proprietary software; experience with DonorSearch, PatronManager, and Salesforce (or similar software).

Benefits:

- Competitive compensation.
- The Museum pays 100% of premiums for medical, dental, and life insurance.
- 403(b) retirement plan.
- Generous paid time off, including annual leave, sick leave, personal days, and 13 Museum holidays.
- Flexible spending accounts (pre-tax income for eligible health care expenses).
- Discount in Museum Shop.
- Access and free admission to numerous museums and cultural institutions.
- Paid membership in the American Alliance of Museums (AAM).
- Standard worker's compensation, short-term and long-term disability, and unemployment insurance.
- Participation in TransitChek Commuter Benefit program.
- This position offers a hybrid work schedule that will be 4 days on site at HRM and 1 day working remotely.

Compensation:

\$74,000–82,000 annually. The advertised pay scale reflects the good faith minimum and maximum salary for this role. The advertised pay scale is not a promise of a particular wage for any specific employee. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to, the candidate's experience, education, special licensing or qualifications, or other factors.

To Apply:

Email cover letter and resume to employment@hrm.org. Submissions without a cover letter will not be considered. Include "Assistant Director, Development" in the subject line.