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**Manager of Individual Giving**

With national visibility and local accolades as the tri-state area’s top source for robust and entertaining educational experiences, Historic Hudson Valley ([www.hudsonvalley.org](http://www.hudsonvalley.org)) welcomes more than 300,000 visitors a year to our school programs, large-scale special events, and tours of historic properties including Washington Irving’s Sunnyside, Van Cortlandt Manor, Philipsburg Manor, and Union Church of Pocantico Hills.

Historic Hudson Valley seeks an experienced, poised, results-driven candidate with proven relationship-building and organizational skills to manage its individual giving program. Part of a four-person team, the Manager will achieve annual contributed income goals by stewarding and expanding a diverse, sophisticated donor base at an exciting time of institutional development.

The Manager will work closely with the Associate Director of Development and Senior Vice President to identify, engage, and solicit individual donors. Responsibilities include; planning high-profile receptions, dinners, and tours for two upper-level donor groups; producing the annual fundraising dinner; working with board and committee members to expand the base of upper level-individual donors; conducting research on prospective donors, preparing analytical reports; coordinating mailings and supervising the work of Development Department support staff; managing a membership program centered around Historic Hudson Valley’s major seasonal events including The Great Jack O’Lantern Blaze; and coordinating fundraising activities around HHV’s programmatic themes including slavery in the colonial North; Washington Irving and the art of storytelling; philanthropy and family history at Kykuit, the Rockefeller Estate, and Women’s History Institute.

Successful candidates will have a Bachelor’s degree and at least five years’ experience with individual giving programs, including those for upper-level donors. He/she should be a highly motivated team player with excellent judgment. Strong organizational, event management, writing, research, budgeting and interpersonal skills are essential. The ability to successfully manage multiple deadline driven events while focusing on detail and accuracy is a must. Proficiency with office technology, donor databases such as Raiser’s Edge, point of sale systems and CRM software is required. There will be evening, weekend and holiday assignments in support of our programs and events.

The salary for this full-time position is $60k and includes a comprehensive benefits package. Send letter of interest and resume to [jobs@hudsonvalley.org](mailto:jobs@hudsonvalley.org). Please place the words “Individual Giving” in the subject line. Candidates of diverse ethnic and racial backgrounds are encouraged to apply. No calls please.

Should your experience meet our requirements we will contact you to schedule an interview. If we do not contact you, we will keep your resume on file for one year in the event that another position for which you may be suited becomes available. Thank you for your interest in Historic Hudson Valley.