



## **Title: Assistant Director, Development**

The Hudson River Museum seeks an experienced and goal-oriented Assistant Director, Development to ensure robust support from foundations, individuals, corporations, and government agencies. This person will be a key member of the senior team and participate in developing and leading all aspects of fundraising and expanding HRM's capacity by representing the Museum to a broad spectrum of funders, community leaders, and external stakeholders. The ideal candidate will be a strong leader and fundraiser, have a successful track record of securing grants and corporate support, and be an excellent communicator, with a passion for the arts and a strong understanding of cultural funding opportunities.

The Assistant Director, Development will be a member of the Senior Staff and work closely with the Director and CEO, Deputy Director, the Board of Trustees, and other members of Senior Staff to create funding plans and strategize approaches to meet the goals for this dynamic and expanding museum with an approximately \$3 million operating budget.

## **Key Responsibilities**

### Development Strategy

- Create and implement an annual fundraising strategy to support the program and vision and general operating expenses.
- Lead and direct the organization and implementation of the Museum's fundraising from individual, corporate, and foundation sources, with particular focus on accessing new constituencies, developing tiered giving and membership, ensuring effective stewardship of donors, and the productive use of research and data.
- Demonstrable experience in successfully securing five and six figure gifts.
- Oversee the "Fund for HRM" major gift initiative in conjunction with the Museum's transformational West Wing expansion project, scheduled to debut in fall 2022.
- Plan, organize, and supervise special events for solicitation and cultivation purposes, including the museum's Annual Gala, regular fundraisers, and other donor engagement and cultivation events.
- Oversee extensive portfolio of high-quality grant proposals, including submitting, reporting and tracking of grants, including preparing interim and final reports, reconciling budgets, managing the stewardship process, and working with internal departments to ensure successful execution of related contractual requirements.
- Partner with the Museum's senior leadership in serving and supporting the Board in its development role; serve as the main liaison to the Development Committee of the Board of Trustees.

## Administration & Supervision

- Supervise the Development staff including a full-time Development Officer, Membership and Special Events Manager, and contractual special projects manager.
- Participate in interdepartmental meetings of Senior Staff and hold regular department meetings.
- Ensure gift acknowledgement letters, prospecting, and communications are timely and accurate; track and prepare regular reports on revenue; manage budget.
- Oversee the maintenance of complete and up-to-date donor, member, and research files and Salesforce records; and conduct DonorSearch screening.
- Participate in development-related special events, entailing some evening and weekend hours.
- Present fundraising updates and projections to the Board of Trustees
- Develop and manage departmental budgets
- Monitor and update monthly, quarterly, and annual projections based on revenue
- Develop, secure and track income streams through rental income
- Manage performance for department staff, deliver constructive feedback in an appropriate and fair manner; collect staff input and feedback
- Other responsibilities as assigned

## **Education, Experience and Skills**

- Bachelor's degree
- 7+ years of progressive leadership experience in the development roles in a not-for-profit organization, preferably in the arts.
- Experience supporting a diverse portfolio of funding; preferably tied to the arts (or related focus).
- Successful, demonstrable track record in securing major gifts
- Knowledge of Westchester and Metro area businesses with philanthropic potential
- Excellent verbal, written, and interpersonal skills, including the ability to speak engagingly about the work of the Museum to a wide ranging donor constituency.
- Must be an experienced grant writer and researcher, familiar with foundations in the Greater New York area and knowledgeable regarding various grant writing formats, case statements and presentation packaging of supportive documentation.
- Exceptional organizational, time management and project management skills; ability to focus on details and follow through while not losing sight of the big picture
- Understanding and support for the mission and role of the Hudson River Museum and ability to generate excitement and energy around the Museum's mission and activities, motivate stakeholders and encourage others to provide financial support.
- Highly personable and positive individual, with integrity, a strong work ethic, and self-confidence, who works effectively with Board members, donors, volunteers, and staff, and who relishes taking an active, public role in the cultivation and solicitation of donors and supporters, and as a representative of the Hudson River Museum.
- Proficiency with Microsoft Office (Outlook, Word, Excel), and the ability to effectively utilize proprietary software; Salesforce experience preferred.

- Ability to work under pressure; ability to pivot as situation warrants with flexibility and grace.
- Must be a creative thinker and recognize the impact of meaningful stewardship.

**Compensation:** \$70,000 - \$75,000/annually

**This position is on-site, with some flexibility for a hybrid work schedule. Proof of full COVID-19 vaccination is required.**

### **Benefits**

The Museum provides competitive compensation, and generous benefits and perks for all eligible employees, including:

- The Museum pays 100% of premiums for medical, dental, and life insurance.
- 403(b) retirement plan
- Paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Discount for staff in Museum shop
- Access and free admission to numerous museums and cultural institutions
- Standard worker's compensation, short-term and long-term disability and unemployment insurance.
- Participation in TransitChek Commuter Benefit program

**To apply: email cover letter and resume to [employment@hrm.org](mailto:employment@hrm.org). Submissions without a cover letter will not be considered. Include "Assistant Director, Development" in the subject line.**

Hudson River Museum is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM's mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. Accredited by the American Association of Museums (AAM), the Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.