

Manager, Membership & Special Events

Reports to: Assistant Director, Development

This position is responsible for developing donor engagement strategies for the HRM through special events, creative stewardship, and individual and institutional membership campaigns. This person also takes an active role in cultivation and management of outside rentals of the Museum facilities. This is an exciting opportunity for a dynamic, solution-oriented individual to execute a variety of memorable special events and implement a successful membership program that builds an engaged community at the preeminent cultural institution in Westchester.

This position requires a detail-oriented and proactive individual who enjoys engaging with the public, has strong communication and computer skills, and the ability to coordinate and plan with a variety of vendors and representatives.

Key Responsibilities:

Membership

- Manage relationships with HRM members (individual and institutional), through database management, renewal letters / e-mails, coordination of mailings, special promotions and more.
- Evaluate effectiveness of current membership program services, benefits, and policies, relating to retention and acquisition of members on a regular basis. Recommend and implement changes to improve effectiveness and appeal.
- Serve as the primary representative of the Membership program on a daily basis, and at all Membership events, including exhibition openings, museum programs, and members-only cultivation events.
- Serve as the main liaison with HRM Contemporaries by building relationships with individuals, guiding committee, help to recruit new members and organize events and partnerships.
- Manage the Neighbor to Friends discount program for members and reciprocal partnerships with area cultural institutions
- Manage interactions and reciprocal partnerships with Fairfield Westchester Museum Alliance

- Generate reports to measure results of membership campaigns, and overall membership retention and growth.

Special Events

- Manage budget, logistics, staff, and vendor relationships and onsite management for Museum events including opening receptions, receptions for programs, fundraisers, Annual Gala, and other cultivation events.
- Work with Development team to create event strategies that consider all aspects of fundraising at HRM and take advantage of all opportunities and partnerships available.
- Serve as primary liaison with outside rentals, negotiating contracts and logistics, and provide coordination with the onsite manager.

Education, Experience and Skills:

- Bachelor's Degree is required and relevant work experience in special events, public programs, and/or membership.
- Experience with donor database management; experience with Salesforce a plus.
- Excellent organizational skills; must be highly detail oriented and comfortable working on multiple projects year round while prioritizing and meeting deadlines.
- Proven ability to work successfully in a team, with a supervisor, senior staff, members, and donors .
- Proven track record of success in helping to organize special events and work with donors.
- Excellent event planning skills and experience; ability to conceive and manage events of different scales.
- Excellent interpersonal skills, a proactive, collaborative style, and a sense of humor.
- Work for events on occasional weekends and evenings is required.

Proof of full COVID-19 vaccination is required.

Compensation: \$44,000 - \$48,000/annually, commensurate with experience.

This position is on-site, with some flexibility for a hybrid work schedule.

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) basic 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 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.

Application Instructions:

To apply: Send a cover letter and resume to employment@hrm.org. Please note: Submissions without a cover letter will not be considered. Include "Manager, Membership and Special Events" in the subject line.

About the Museum

The 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. 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.