

Manager, Development & Special Events

Reports to: Deputy Director of Advancement, Communications and Administration

This position is responsible for meeting fundraising goals through pursuing grant opportunities and corporate membership / sponsorships, developing and executing special events, and managing the Museum's annual fund campaign. S/he 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 implement the fundraising strategy and execute special events at the largest cultural institution in Westchester.

Key Responsibilities

Fundraising:

- Apply for appropriate funding opportunities for events, exhibitions, programs, and other initiatives
- Prepare and submit grant proposals, including: writing proposal narratives and reports, developing budgets, and generating supporting documents
- Assist Deputy Director with the Annual Fund campaign including production schedule, tracking budget, and solicitation efforts
- Manage donor database and mailing lists and producing solicitations for annual fund, gala, corporate giving, and other Museum events

Special Events:

- Manage budget, logistics, staff, and vendor relationships and onsite management for Museum events including Members' receptions, HRM After Dark, receptions for programs, Trustee dinners and meetings, Annual Gala, and other cultivation events
- Strategize ways to cultivate and retain new audiences, including high-level members and young patrons/millennials, serving as the main liaison to the HRM Contemporaries Council
- Serve as primary liaison for outside rentals, negotiating contracts and logistics and serving as onsite manager

Corporate Cultivation:

- Assist the Development team with developing new and stewarding existing relationships with corporate donors through sponsorship opportunities, membership,

and events

- Represent the Museum at external events to cultivate and manage current and potential donors and program sponsors
- Oversee gift acknowledgment and fulfillment of sponsorship agreement by both the Museum and corporate partners including signage, social media, and printed recognitions

Education, Experience, and Skills

- Bachelor's Degree is required and three or more years relevant work experience in development and/or special events
- Strong, polished writing skills and experience writing grant proposals and correspondence with foundations, and individuals and corporate donors
- Experience with donor database management
- 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, Board 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 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

Benefits:

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

- 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
- Participation in TransitChek Commuter Benefit program

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

The Hudson River Museum is one of the preeminent cultural institutions in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM is a place where diverse communities come together and experience the power of art, science, 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.

The Hudson River Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Hudson River Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training