

# Development Officer

Reports to: Deputy Director of Advancement, Communications and Administration

The Hudson River Museum seeks an experienced and goal-oriented fundraiser to play a key role in securing support from foundations, individuals, corporations, and government agencies. The Development Officer will write highly effective grant proposals; maintain and grow relationships with funders, and work closely with the Deputy Director of Advancement, Communications and Administration and the Director to create funding plans and strategize approaches to meet the Museum's goals. The ideal candidate will have a successful track record of securing grants and corporate support and be a skilled writer, a strong project manager, and an excellent communicator, with a passion for the arts and a strong understanding of cultural funding opportunities.

## **Key Responsibilities:**

### Strategy & Management:

- Develop and implement fundraising strategies for exhibitions, programs, and other initiatives, including researching and soliciting new foundations, individuals and corporations; and building upon trends in cultural philanthropy.
- Work closely with Deputy Director to ensure gift acknowledgement letters, prospecting, and communications are timely and accurate; track and prepare regular reports on revenue; manage budget.
- Analyze fundraising data and prepare reports as needed.
- Oversee the maintenance of complete and up-to-date donor and research files and Salesforce records.

### Grant Writing:

- Write and submit an extensive portfolio of high-quality grant proposals, including creating cover letters, LOIs, and effective funding requests as well as preparing budgets and other supplementary materials.
- Oversee 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.
- As needed, review and edit other proposals, supplementary materials, and budgets.
- Serve as a liaison to funders and grant officers ensuring strong cultivation and stewardship, including scheduling site visits and managing specific donor requests, as appropriate.

#### Corporate Outreach:

- Develop new and steward existing relationships with corporate donors through sponsorship opportunities, membership, and events.
- Participate in development-related special events, entailing some evening and weekend hours.
- Develop corporate volunteer program, creating strong ties and ongoing relationships with key corporations.

#### Annual Fund:

- Develop and implement strategic and tactical Annual Fund plans with objectives, timelines and evaluation plans designed to meet the Annual Fund goals to raise unrestricted funds for general operations and special projects, in accordance with performance targets set by the advancement and leadership teams.
- Use a variety of strategies such as cultivation events, personal solicitations, special projects, email, mail and social media programs to secure Annual Fund support.
- Support a culture of philanthropy by ensuring proper acknowledgement, recognition and stewardship of donors.

#### **Qualifications:**

- 5+ years of recent grant writing experience; must demonstrate success in obtaining major grants and major support from corporations.
- 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.
- Experience supporting a diverse portfolio of funding; preferably tied to the arts (or related focus).
- Knowledge of Westchester area businesses with philanthropic potential
- Bachelor's Degree
- Exceptional writing, editing and proofreading skills with the ability to gather and organize information appropriately.
- Excitement and commitment to the Museum's mission
- Excellent ability to prioritize, organize, and manage multiple competing assignments and responsibilities.
- Superior customer service and communication skills.
- Excellent communication and interpersonal skills, including the ability to speak engagingly about the work of the Museum to a wide ranging donor constituency.
- Proficiency with Microsoft Office (Outlook, Word, Excel), and the ability to effectively utilize proprietary software; Salesforce experience preferred.

**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](mailto:employment@hrm.org). Submissions without a cover letter will not be considered. Include “Development Officer” 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.