

# Development Officer, Individual and Major Giving

Reports to: Deputy Director of Advancement, Communications and Administration

Hudson River Museum seeks an experienced and goal-oriented Development Officer, Individual and Major Giving who is responsible for developing and implementing strategies for the cultivation, solicitation, and stewardship of individual and major donors to support the Museum's exhibitions, programs, endowment, and other initiatives.

The Development Officer will maintain and grow relationships with funders, and work closely with the Advancement team and the Director and CEO to create funding plans and strategize approaches to meet the goals for this dynamic and expanding museum with a \$2.8 million operating budget.

The ideal candidate will have a successful track record of cultivating and securing major gifts, be an excellent communicator, skilled writer, and a strong project manager with a passion for the arts and an understanding of cultural funding opportunities.

## **Key Responsibilities:**

- Develop major gift prospects through identification, research, qualification, engagement, cultivation, solicitation and stewardship, building a robust pipeline of potential major donors.
- Launch Major Gift Initiative in conjunction with Museum's transformational West Wing expansion and renovation project, scheduled to debut in fall 2022.
- Conduct targeted, strategic prospect research to identify new prospects and develop strong relationships with supporters and prospects for new donors as well as expand support from existing donors
- 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.
- Write and prepare well-crafted correspondence, including solicitation letters, gift proposals, and presentations that are persuasive, inspiring, and customized to individuals and families.

- Launch an effective Planned Giving campaign.
- Set annual major gift goals that increase total giving, retain and upgrade donors, and expand the number of major donors; regularly evaluate progress toward the goals.
- Collaborate with Advancement team to help execute an annual gala and other fundraisers throughout the year, engaging cultivation events and stewardship opportunities and manage major gift follow up from these events.
- Attend special events including, but not limited to, cultivation events, member evenings, and behind-the-scenes events at the HRM and throughout the community.

**Qualifications:**

- At least five years progressive fundraising experience including experience in frontline fundraising and raising gifts from individual donors, with a proven track record of soliciting and closing five- and six-figure gifts.
- Excellent written and verbal communications, and interpersonal skills, including the ability to write and speak engagingly about the Museum to a wide-ranging donor constituency.
- Knowledge of Westchester and Metropolitan area philanthropic potential and strong relationships.
- Bachelor's Degree
- Excitement about and commitment to the Museum's mission
- Excellent ability to prioritize, organize, and manage multiple competing assignments and responsibilities; attention to detail is a must.
- Being a collaborator who works successfully with board members, colleagues, and volunteers.
- Ability/willingness to work occasional evenings and weekends.
- Proficiency with Microsoft Office (Outlook, Word, Excel), Google Suite, and the ability to effectively utilize proprietary software; Salesforce experience preferred.
- Proof of full COVID-19 vaccination is required.

**Benefits:**

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

- Museum-paid 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 "Development Officer" in the subject line.

Hudson River Museum ([hrm.org](http://hrm.org)) 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.