

Senior Development Officer

DEPARTMENT: External Affairs

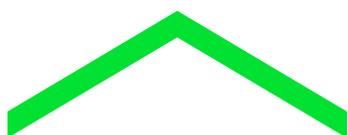
SUPERVISOR: Co-Director

STATUS: Full-Time

Founded in 1964, The Aldrich is dedicated to fostering the work of pioneering artists whose ideas and interpretations of the world around us serve as a platform to encourage creative thinking. The only museum in Connecticut devoted to the art of our time and throughout its fifty-three year history, it has been a leader in shaping current cultural dialogue, presenting innovative exhibitions of contemporary art, engaging the community through thought-provoking interdisciplinary programs, and presenting groundbreaking education initiatives.

Position Overview:

Working closely with the Co-Directors and the Development and Marketing teams, the Senior Development Officer will be responsible for building and maintaining an active roster of individual donors to the Museum, from general members through upper level patrons and board members, and developing and implementing a dynamic giving program for individual donors to



build revenue for the Museum. The Senior Development Officer will also be responsible for identifying, cultivating and stewarding relationships with key institutional and government funders to support fundraising efforts and meet annual fundraising goals.

As a frontline fundraiser, the Senior Development Officer will be responsible for researching, initiating, implementing, assessing and evolving creative fundraising strategies to maximize donor engagement. The Senior Development Officer will take a lead role in cultivating, soliciting and stewarding individual patrons at all levels; overseeing the critical Annual Fund Campaign; managing and growing the general membership program; acting as a liaison for the Museum's board of trustees; and partnering with other team members to manage the Museum's benefit events. S/he will also lead efforts for institutional and government donors, to steward existing funders, expand the roster of funders through active prospecting, and managing the proposal and reporting process.

The successful candidate will be an independent thinker with a collaborative spirit, have enthusiasm for and knowledge of contemporary art, and will bring fresh thinking about how to evolve and expand the museum's membership and individual donor base at all levels, through online, in print, and in person outreach. S/he will have a demonstrated capacity to build and steward meaningful relationships with donors and work diplomatically with the public and will have the ability to represent the institution in a professional manner. The position requires



excellent writing, communications, organizational skills and attention to detail; exemplary follow through; the ability to work both independently and in a team; and a proven track record for thinking creatively and strategically to increase non-profit revenue streams.

Responsibilities:

- **Development and implementation of creative strategies to achieve fundraising goals for Individual and Institutional Giving by cultivating and stewarding individual and institutional donor bases**
- **Active cultivation and stewarding of upper level donors, as well as robust research, identification and cultivation of prospective donors**
- **Development and implementation of a dynamic membership program, from general through upper level members, to retain and steward existing members, upgrade members to higher categories, and expand the overall membership base**
- **In partnership with the Co-Directors, manage annual Trustee Giving goal**
- **Organization of special cultivation events and programs that create opportunities for members and prospects to connect with the Museum and its mission; solicit members to participate; attend all events and trips**
- **Development and management of annual income strategies and budgets from solicitation and direct mail efforts**
- **Develop and maintain the Institutional Grants calendar, and write/edit all major institutional and government funding proposals, track reporting deadlines, and package and submit all grant applications**
- **In partnership with the Marketing team, create membership materials, as well as Annual Fund and direct mail appeals, renewals, and acquisitions**

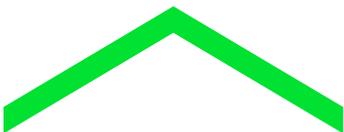


- **Prepare gift acknowledgements and appropriate stewardship for funded projects, including grant reporting**
- **Serve as a liaison for the Board (author board reports, attend board meetings, partner with trustees to initiate and manage donor cultivation and solicitation, etc.).**
- **Manage full-time Development Associate and their supervision of development staff**

Candidates must have:

- **A minimum of 5 years of full-time non-profit fundraising, preferably in an arts setting**
- **Proven track record of success in individual giving, membership, and grants; including development and implementation of online, in person and in print direct marketing and individual engagement; extensive online experience required**
- **Strong writing and interpersonal skills**
- **Professional, friendly demeanor and interest in building interpersonal relationships with staff, artists, donors and prospects**
- **Experience in engaging with donors, prospective donors, and trustees**
- **Strong budgeting skills**
- **Raiser's Edge or other comparable database knowledge and experience**
- **Individual/Prospect research experience and creation of new prospect profiles**
- **Ability to remain flexible and focused in a demanding work environment and prioritize deadlines and assignments effectively**

Candidates will also demonstrate a commitment to the Museum's mission, to working to advance its position within the museum field and ability to advocate effectively for the Museum



and its goal in professional and social settings.

Position available immediately.

Please send a cover letter and resume to: jobs@aldrichart.org, with the subject line “Senior Development Officer.” Qualified candidates will be contacted. No phone calls, please.

Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.

