Associate Director of Development

Status: Full Time Exempt
Reports to: Executive Director
Salary Range: $100K-$110K per year plus benefits

SUMMARY:

The Katonah Museum of Art seeks an Associate Director of Development to partner with the Executive Director (ED) in stewarding all aspects of the organization’s financial support, including helping build support for and launching a capital campaign. The Associate Director of Development is a key member of the Museum’s senior staff. A successful candidate will bring excellent interpersonal and written communication skills and a keen ability to prioritize within a creative work environment. They must be comfortable in dynamic social situations, meeting people as both an ambassador and as a key member of the organization.

DUTIES & RESPONSIBILITIES:

- Achieve an annual fundraising target of $2.5 million across Individual, Government, Corporate, and Institutional sources.
- Develop and implement creative strategies to achieve fundraising goals for Individual, Government, Corporate, and Institutional Giving by identifying, cultivating, and stewarding individual, government, corporate and institutional donor bases.
- Active cultivation and stewardship of upper-level donors, as well as robust research, identification and cultivation of prospective donors.
- In partnership with the ED, manage annual Trustee, Emeriti, and Director’s Circle giving goals.
- Development and management of annual income strategies and budgets from all solicitation efforts.
- Support ED with stewardship of Director’s Circle including cultivation of new members, execution of annual study trips, and other monthly program offerings.
- In consultation with the ED, manage and implement all aspects of robust fundraising and cultivation program and events with support from Development staff, including Trustee Board, Committee, and Emeriti meetings and events.
- Support management of Director’s Circle and KMA Ambassador member programs.
- Supervise Development staff including Data Coordinator/Development Manager and Development Associate.
- Work with ED and Deputy Director in creating annual Museum budget.
- Working with a freelance grant writer to oversee and maintain the Institutional Grants calendar, craft/edit or assist other Staff members with all major institutional and government funding proposals, track reporting deadlines and submit all grant applications.
- Work collaboratively with the ED, and the curatorial and education departments to effectively use the Museum’s exhibition and programs to create fundraising opportunities.
- In partnership with the Marketing and Communications Manager, create and execute Annual Fund and direct mail appeals, as well as other cultivation and fundraising events.
- With assistance from Data Coordinator/Development Manager prepare gift acknowledgments and appropriate stewardship for funded projects, including grant reporting.
- Manage Development Associate to execute annual gala, annual Himmel Award, and slate of cultivation events from initial planning to final assessment including P&L.
- Oversee Data Coordinator/Development Manager in organizing and maintaining eTapestry donor & member database.
- Support and attend all public programs and events, including on nights and weekends.
• Other Administrative responsibilities as needed.

QUALIFICATIONS:

• B.A. in related field and minimum of five years of development and/or fundraising experience at a non-profit institution, preferably a museum, with demonstrated track record of securing major gifts from individuals, foundations, corporate, and government entities.
• Minimum of three years of managerial/ supervisory experience
• Network of art world individual donors, and institutional foundation, corporate, and government program officers.
• Facility with donor database management and utilization, preferably eTapestry.
• Strategic thinker with excellent verbal and written skills.
• Collegial team player: ability to balance multiple projects simultaneously.
• Proficient in Excel, Microsoft office, Network for Good, and experience with basic budget and P&L creation.
• Exceptional planning and project management skills.

COMPETENCIES:

Leadership:
• Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
• Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:
• Seeks to consistently produce results that achieve goals and objectives.
• Conscientious and efficient in meeting commitments and observing deadlines.
• Able to work independently with minimum supervision.
• Good judgment, tact and discretion.
• Ability to translate ideas into action.
• Good ambassador for the KMA, with current knowledge about the organization locally and globally.

Collaboration and Teamwork:
• Excellent skills in communicating with people from different cultures, backgrounds, and across time zones.
• Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships.
• Acts as a global facilitator to have conversations, exchange ideas and build understanding.

Innovation:
• Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking).
• Uses technology for impact, reach and efficiency, such as through social media, databases, etc.
EMPLOYMENT BENEFITS:

The Museum offers a comprehensive roster of benefits, including medical and dental insurance, retirement plan, paid holiday and vacation time, and remote work opportunities, among other benefits.

APPLICATION:

Interested candidates should submit:
- Cover letter
- CV
- An example of a successfully developed and executed major gift or campaign strategy
- Salary expectations

Please submit above to jobs@katonahmuseum.org and include “Associate Director of Development” in the subject line and indicate where you saw the job posted.

ABOUT THE KATONAH MUSEUM OF ART:

Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. Dedicated to the promotion and understanding of visual art and cultural heritage through exhibitions and education programs, the KMA is committed to presenting exceptional art from across cultures and time periods, pre-modern to contemporary. The KMA mounts three to four exhibitions annually, covering a broad range of art and humanities while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, films, workshops, concerts, and other events for a general audience; and presents innovative and substantive programs for over 100 member schools. The KMA Learning Center is the only interactive space in Westchester County where children can come on a daily basis to explore and create art. Designed by eminent Modernist architect Edward Larrabee Barnes, the intimate museum building is nestled in the surrounding landscape, inviting light and natural beauty to its atrium and galleries. It perfectly ascribes to Barnes’ ideals of simplicity and functionality. The Katonah Museum of Art serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, and the Tri-State Area.

The Katonah Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, gender, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. Applications from BIPOC, persons with disabilities, women, LGBTQ+, and other underrepresented applicants are encouraged.

ABOUT KATONAH:

About 50 miles north of New York City, on the Metro North Harlem Line, the KMA is located in Katonah, New York, a hamlet in the Town of Bedford with a rich historical past and a vibrant present. Katonah is a walkable residential town with main street vitality, a burgeoning gallery scene, and an abundance of community organized cultural programming. It is also home to the Caramoor Center for Music and the Arts and the John Jay Homestead and is positioned as a gateway to the Hudson Valley serving as an anchor to the Tri-State arts region.