

Position Title: Director of Annual Giving

Organization: George Eastman Museum

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Job Summary:

The Director of Annual Giving reports directly to the Vice President of Development and leads strategy development, day-to-day operations, and member/donor stewardship for the George Eastman Museum's individual/corporate membership and annual fund programs. Responsibilities include management of a Member Services and Annual Giving Coordinator, a Development Coordinator, and oversight of database administration and gift processing.

The Director of Annual Giving will collaborate with development staff and museum colleagues across the organization to lead growth and expansion of the annual giving program and ensure its integration into key museum initiatives such as exhibitions, public programs, and special fundraising events.

Responsibilities:

Broaden and deepen the George Eastman Museum's general membership, including:

- Renew and recapture museum members
- Initiate and manage all new member acquisitions
- Oversee the ESL membership program
- Oversee all direct-mail appeals and annual-giving solicitations
- Manage all annual donor acknowledgements
- Develop and implement cultivation and member events
- Assist with major fundraising events and related initiatives (e.g. George Eastman Award)

Broaden and deepen the museum's leadership annual giving group (George Eastman Society), including:

- Annually increase the number of and average gift of George Eastman Society members
- Coordinate all activities related to the George Eastman Society

Campaign Planning:

- Collaborate with Vice President of Development on establishing and implementing annual campaign plans to increase the museum's general operating resources.
- Provide weekly performance report to the Vice President of Development, measuring year-to-date performance against established annual goals.
- Collaborate with colleagues in marketing/communications/publications to promote the benefits of membership and importance of unrestricted operating support.

Staff Supervision and Volunteer Management:

- Supervise the work and performance of the Member Services and Annual Giving Coordinator and the Development Coordinator.
- Assist Vice President of Development in supporting involvement of the museum's Director and Development Committee members in prospect identification, engagement, and solicitation.
- Other responsibilities and projects, as assigned by the Vice President of Development.

Physical Activity:

This position regularly requires standing, walking, and sitting, speaking, hearing and seeing. Work takes place in an office environment with moderate to light noise.

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Qualifications:

Education Requirements:

Bachelor's degree in related field or equivalent experience.

Experience Requirements:

- At least five to 7 years of progressive fundraising experience in a museum (preferred) or other not-for-profit cultural or education organization.
- Proven track record of achieving financial goals and developing productive and professional relationships with volunteers and support groups involved in the development and membership process.

Skills and Competencies Requirements:

- Excellent verbal and written communications skills, including proofreading, editing, and presentation skills.
- Ability to effectively manage and supervise a professional staff.
- Strong interpersonal relationship skills with ability to work both individually and in a collaborative team environment.
- Highly-developed organizational and planning skills.
- Keen analytical skills to support strategy development and implementation and evaluation of new initiatives.
- Experienced and comfortable interacting with the public to promote the institution, especially with members, donors, and guests.
- Skilled and experienced in dealing with difficult guest service issues through in-person communications and follow-through to resolve problems.
- Demonstrable initiative and ability to take on a variety of tasks with limited supervision.
- Strong computer skills, including complete familiarity with Windows, current browsers, internet search, and Microsoft Office.
- Experience with Blackbaud's Raiser's Edge is preferred.

For consideration, please submit your cover letter and resume to development@eastman.org.