

Associate Director of Institutional Advancement

May 2024

Status: Full Time Exempt

Reports to: Executive Director

Salary: \$100K per year plus benefits

Summary:

The Katonah Museum of Art seeks an Associate Director of Institutional Advancement to partner with the Executive Director (ED) in stewarding all aspects of the organization's fundraising, cultivation, communications, and marketing efforts. A successful candidate will bring excellent interpersonal and written communication skills and a keen ability to prioritize within a creative work environment. They will serve as a key member of the Museum's leadership team and as an important liaison to the community.

Duties and Responsibilities:**Development and Board of Trustees**

- Develop and implement creative strategies to achieve an annual fundraising target of \$3.5 million across Individual, Government, Corporate, and Institutional sources, as well as through other revenue streams.
- In partnership with the ED, manage annual Trustee, Emeriti, and Director's Circle giving goals and related programming, including cultivation of new members, planning and execution of annual study trips, and other monthly program offerings.
- Manage Trustee, Committee, and Emeriti meetings and events.
- Cultivate and steward upper-level donors. Conduct research to identify prospective donors.
- Supervise Development and Marketing staff.
- Manage and track revenue. Work with ED and Deputy Director to create annual Museum budget.
- Work with a freelance grant writer to oversee and maintain the Institutional Grants calendar and to identify new opportunities. Craft and edit funding proposals, track reporting deadlines, and submit grant applications and reports. Set up opportunities for the ED to engage with Foundation staff.
- Work with Administrative, Curatorial, and Education staff to find opportunities for related fundraising.
- Lead appropriate stewardship and reporting for funded projects.

Events

- Work with colleagues across the Museum to create a calendar for cultivation events and rental opportunities.
- Manage fundraising events, including the KMA's annual Gala and Himmel Award and Lecture.
- Work with colleagues to plan a robust slate of other cultivation events, including family fundraisers, summer socials, luncheons, a spring cocktail party, and others as appropriate.

Membership

- Oversee the Membership Program and work with development staff to conduct an audit of current Membership offerings.

- Create updated offerings for Members that reflect current trends and best practices.
- Update collateral to reflect new offerings.
- Oversee Development staff as they organize and maintain the eTapestry donor & member database and conduct a database assessment.
- Oversee planning and execution of all Member events and benefit fulfillment.

Marketing

- Work with Marketing staff to create an overarching plan for electronic and print-based marketing, including a plan for e-newsletters, social media, calendar listings, and print-based advertising.
- Help to write copy for the website and marketing collateral.
- Collaborate with Curatorial and other Museum staff to write press releases.
- Support and attend public programs and events, including on nights and weekends.
- Perform 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 five years of managerial/supervisory experience and experience leading and mentoring a team.
- Network of art world individual donors and foundation 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.

Employment Benefits:

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

Application:

Interested candidates should submit a cover letter, CV, and an example of a successful major gift or campaign strategy. Please submit these materials to jobs@katonahmuseum.org, include "Associate Director of Institutional Advancement" in the subject line, and indicate where you saw the job posted.

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.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this role.

About the Katonah Museum of Art:

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 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.

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, from 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 Pollack Family 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's 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.