MID-HUDSON DISCOVERY MUSEUM

Position Announcement:

Manager of Individual and Corporate Giving

The Mid-Hudson Discovery Museum (MHDM) is a nonprofit institution of informal learning for children ages 0-12. We proudly serve families with children, school districts of the Mid-Hudson Valley and the communities around us. Our mission is to empower children and their families.

MHDM is seeking a Manager of Individual and Corporate Giving to join the organization’s fundraising and development operations.

Application Instructions for Manager of Individual and Corporate Giving at Mid-Hudson Discovery Museum

Please review the position description and include the following items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports the key duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, appropriate phone numbers, mailing address, and email address for each references. References will only be contacted upon your approval of a release to do so. (Do not send letters of reference - we will contact references directly.)

Please e-mail your application as a Word or PDF file to jobs@mhdm.org.

Please do not send your application embedded in the text of an email message. Applications will be accepted until the position is filled. We will only contact applicants that most closely fit position requirements.

Thank you for your interest in the Mid-Hudson Discovery Museum. We look forward to reviewing your application.

The Mid-Hudson Discovery Museum is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion
MID-HUDSON DISCOVERY MUSEUM
POSITION DESCRIPTION

Title: Manager of Individual and Corporate Giving

TITLE OF SUPERVISOR: Director of Institutional Advancement

SALARY: $57,500 - $62,500 depending on experience

MAIN FUNCTION

MHDM is seeking a Manager of Individual and Corporate Giving to join the organization’s fundraising and development operations. Reporting to the Director of Institutional Advancement and working closely with the Executive Director, the Manager will be a major gifts officer responsible for executing activities associated with identifying, cultivating, soliciting, and stewarding a new portfolio of individual and corporate donors. The Manager will help implement the development strategy for MHDM’s annual goals as well as leading, managing, cultivating, and stewarding a portfolio of donor relationships and associated fundraising-related activities (e.g. data management, annual fund, cultivation events, capital campaign, etc.) to help reach ambitious campaign goals.

SCOPE

The Manager, with the support and guidance from the Director of Institutional Advancement, will be responsible for raising private and corporate philanthropy necessary to: 1) Develop increased the funding required to scale and sustain daily museum operations. 2) Secure funding to make significant building, exhibitions, and facilities improvements. 3) Build the MHDM brand as a worthy recipient of philanthropic funding.

The position requires a high-energy, smart, detail-oriented, hard-working leader who can contribute to and support the strategic vision of the organization and build deep and lasting relationships with donors and prospects. Candidate will be team players who are responsive to the organization’s evolving needs and work diligently towards ensuring team and organizational success. The Manager will solicit major gifts at the higher end of the 5-figure range and greater.

RESPONSIBILITIES

Initiatives on which the Manager may work include but are not limited to:

Individual and Corporate Giving

- Prospect and research of both individuals and corporations based on their giving history or similar, demonstrating an aligned interest with our mission and thereby may have the propensity to support the museum
- Work with Director of Institutional Advancement and Executive Director to strategize an appropriate cultivation process sensitive to the findings from the research to develop next steps
- Articulate a plan and timeline, based on their interests, to initiate contact, process, and follow-up, maintaining all donor contact activities and next steps in cultivation database entry
• Develop activities such as site visits and stewardship events to engage current and future donors
• Research and introduce new and innovative ways to develop and manage donor focused activities and processes

**Sponsorships, Memberships and Naming Rights**

• Closely aligned with individual and corporate donor interests, sponsorships and naming rights can sometimes serve as an alternative giving idea. Accordingly, develop the strategies and ideas around sponsorship and naming opportunities.
• Corporate Memberships can often serve as an onramp for corporate giving. Develop an approach to growing this category of giving.
• Work with Campaign Administrator to ensure we canvass and cover this important segment of contributed revenues

**Grant Writing Support**

A key component of our contributed revenue facility are government and foundation grants. Awards of grants related to our mission often serve as motivation for both individual and corporate donors.

• When applicable, participate in grant strategy development and writing to ensure we have created the best response possible

**Ongoing**

• Monitor metrics to measure success
• Donor data management including data entry, creating and using database queries, preparing regular fundraising projections, analysis, reports and fund updates
• Lead prospect research for major gift prospects
• Participate with other staff to adopt a “team” approach toward daily operations as assigned
• Assume additional administrative responsibilities, as requested, to support the department and the organization

**EXPERIENCE AND SKILL REQUIREMENTS**

• Bachelor's Degree or equivalent
• Prior non-profit experience
• 4-6 years of directly related experience in a Development role with increasing responsibilities
• Strong computer, database, and research skills
• Experience with budgeting and Excel
• Excellent writing abilities including proposal and grant writing experience
• Well organized and detail oriented
• Excellent communication skills
• Self-sufficient work approach
WORKING CONDITIONS

- Full time (37.5 hr/wk) exempt position
- Onsite work location at 75 North Water Street, Poughkeepsie, NY, 12601
- Monday through Friday routine with occasional evening, weekend or holiday scheduling
- May be scheduled for out-of-town employee development workshops or seminars
- Must work well in both an individual and collaborative team setting
- Fast-paced, small non-profit museum environment