

ALBANY INSTITUTE OF HISTORY & ART

Development Manager

Classification: Exempt

Work Schedule: Full-time (35 hrs/week), on-site. Typically Monday-Friday 9am-5pm with occasional weekend and evening duties as needed.

The Albany Institute of History & Art is seeking an individual with the development experience necessary to become part of a vibrant team of professionals working to ensure that one of the oldest museums in the United States continues to thrive and serve as an important repository for our region's heritage. The Development Manager will hold a key position, working closely with the Director of Development (DOD) to execute fundraising programs designed for individual donors, corporate giving, foundation and government grants, and special events. The Development Manager is responsible for managing the Institute's fundraising database and overseeing the museum's membership program. Working closely with the DOD, the Development Manager will focus on developing strategies and providing analysis to ensure contributed income goals are met annually.

This position reports directly to the Director of Development, may oversee administrative employees, volunteers and interns, and works collaboratively with Communications, Finance, Visitor Services, Curatorial, and Education Departments.

To be a successful member of the museum-wide team, the Development Manager will develop an understanding of the mission as expressed through its curatorial and education programs, research projects, and other programs that provide the rationale for fundraising and development department efforts.

Key Responsibilities:

Database Management and Prospect Research

- Accurately records, tracks, and acknowledges contributions, sponsorships, and membership renewals using the Museum's fundraising database, Little Green Light
- Ensure that donor records are updated regularly with current address and biographical information
- Reconciles with the Finance Department on a regular basis to ensure consistency and accuracy
- Provides regular fundraising reports to Museum staff and board, and assist the DOD with ongoing analysis of the fundraising program
- Conduct basic research on donors under the guidance of the DOD

Annual Giving and Membership

- Coordinates a minimum of two direct mail appeals each year for the annual fund, suggesting strategies to increase yield year over year

- Manages tasks related to AIHA's membership program, including renewals, member acquisition, and retention
- Serves as primary contact and relationship manager for Empire State Reciprocal Program (ESRP), North American Reciprocal Program (NARM), and the regional library systems for the Library Membership program
- Partners with the Communications Department to develop collateral for membership and fundraising campaigns

Donor Relations and Stewardship

- Ensures that donors are acknowledged and thanked in a timely and appropriate manner
- Flags donations that may need additional attention from the DOD or Executive Director based on prior giving or potential for a larger gift
- Suggests strategies for strengthening relationships with top donors to move them toward an increased gift

Events

- Provides support to the DOD in the planning of two major fundraising events annually
- Assists with the planning and management of exhibition openings and other donor/member events
- Maintains RSVP lists for all special events, working with other staff as appropriate
- Supports museum-wide team at events

Administrative Responsibilities

- Maintains donor files
- Supports the DOD in maintaining digital and paper records for grants
- Ensures that office supplies and stocks of paper and specialty items (letterhead, pre-printed envelopes, forms, etc.) are maintained
- Completes other administrative duties as assigned

Core Competencies (Knowledge, Skills & Abilities):

- Direct, demonstrated experience implementing or managing a membership or annual fund program
- An understanding of the donor cycle and the importance of relationship-building
- Contributes to a positive team and organizational culture and supports the mission and values of the Albany Institute
- Experience working in a museum is a plus
- Demonstrated project management skills
- Proficiency with CRM and/or fundraising software, ideally Little Green Light or a comparable platform

- Competency with digital productivity tools, including Microsoft 365 (especially Word and Excel), design tools (Adobe, Canva), and digital marketing tools (website, Constant Contact, Facebook, Instagram), etc.
- Availability to work full-time hours (~35 per week) onsite, typically Monday through Friday, 9:00 AM to 5:00 PM with flexibility for off-hours events and assignments as needed
- Reliable transportation

Education & Work Experience Requirements:

- Bachelor's degree required
- 5-7 years of non-profit fundraising experience required; 1+ year of business operations experience preferred

Working Conditions and Environmental Factors:

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as but not limited to toner, office equipment, dust, low noise levels. Position is required to drive vehicle to conduct business as needed and therefore, will be exposed to all types of weather conditions.

Mental and Physical Demands

- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Ability to read, write and speak English fluently
- Required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms
- Dexterity to write and operate standard office machines and other office and/or presentation-related equipment, as required
- Able to lift and carry up to 20 lbs
- Must be fully vaccinated for Covid-19.
- Able to perform the essential job functions consistently safely and successfully with ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.

ABOUT THE ALBANY INSTITUTE OF HISTORY & ART

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. Its collections document the Hudson Valley as a crossroads of culture, influencing the art and history of the region, the state, and the nation. With more than 35,000 objects and one million documents in the library, it is an important resource for the region, giving our community a sense of the part the Hudson Valley played in the American story and

our own place in history. Permanent and temporary exhibitions are open year-round and create a sense of place, allowing visitors to meet the people who helped shape this region. Among the museum's best-known collections are the nineteenth-century Hudson River School landscape paintings by artists like Thomas Cole and Frederic Church.

The Albany Institute of History & Art is an equal-opportunity employer. The Institute embraces diversity in thought, background and experience and insists on equal employment opportunities for all applicants. We ensure that all employment opportunities are provided to qualified individuals irrespective of race, traits historically associated with race (including, but not limited to, hair texture and protective hairstyles), creed, color, national origin, ancestry/place of birth, citizenship/immigration status, religion, age, sex (including pregnancy), height, weight, reproductive health decision making, sexual orientation, gender identity or expression, marital status, familial status, veteran status, military status, disability, predisposing genetic characteristics, domestic violence victim status, stalking, or sex offense victim status, or any other basis protected by applicable law. AIHA also does not unlawfully discriminate against applicants or employees based upon arrest or conviction records. All such discrimination is unlawful, and all persons involved in the operations of AIHA are prohibited from engaging in this type of conduct.

The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience in the range of \$50,000 to \$60,000.

TO APPLY

Please send a resume and cover letter to employment@albanyinstitute.org. Position open until filled. No phone calls please.