

Contact

258 Main Street
Ridgefield, CT 06877
203.438.4519
aldrichart.org

Director of Development

Full Time/ reports to Executive Director
The Aldrich Contemporary Art Museum
Ridgefield, CT

The Aldrich Contemporary Art Museum is seeking an energetic fundraising professional to join the team as Director of Development. A platform for artists, the Museum was founded in 1964 and today is one of the leading contemporary art museums in the country.

The Director of Development is responsible for building and maintaining a growing community of donors, with a specific focus on increasing upper level patrons and identifying new prospects, and overseeing the operations of the small, busy Development Department. S/he will take a lead role in cultivating, soliciting and stewarding individual patrons at all levels; overseeing the annual fund; working closely with the Museum's board of trustees; overseeing the Museum's benefit events; and managing institutional grants.

The successful candidate will be an independent thinker with a collaborative spirit, have enthusiasm for and interest in contemporary art, and a willingness to take on projects big and small. The position requires excellent writing, communications, organizational skills and attention to detail; the ability to work both independently and in a team; and experience leading a small staff.

Responsibilities include:

- With the Executive Director, setting annual fundraising goals
- Working closely with the Board of Trustees on:
 - Annual giving
 - Committee leadership
 - Special events
- Overseeing growth of the Museum's membership program, particularly at the upper levels
- Drafting all Development Department materials, including acknowledgements, renewals, solicitations, and the annual report
- Writing all institutional and government grants, along with interim and final reports
- Leading major gift prospecting, solicitations, and stewardship
- Planning a calendar of annual cultivation, stewardship, and fundraising events
- Development and management of department budget, with close monitoring of revenue and expenses
- Overseeing the annual report
- Managing a staff of two

Candidates must have:

- A minimum of 5 years of development leadership experience, preferably in an arts setting



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- Proven track record of success in individual giving, membership, and grants
- Strong writing and interpersonal skills
- Ability to build strong working relationships with colleagues, Board members, artists, and donors
- Strong budgeting skills
- Raiser's Edge or other comparable database knowledge and experience
- Facility with full suite of Microsoft Office products
- Ability to remain flexible and focused in a fast-paced work environment and the ability to pitch in when needed

Candidates will be enthusiastic supporters of the Museum's artist-centric mission, and eager to help lead The Aldrich through a period of growth and change.

Please send a cover letter and resume to: jobs@aldrichart.org, with the subject line "Development Director." Qualified candidates will be contacted. No phone calls, please.

Updated: 9/10

