The Aldrich Contemporary Art Museum

Director of Development

Title:	**Director of Development**
Status:	**Full-Time**
Reports to:	**Executive Director**
Supervises:	**Staff of three**

The Aldrich Contemporary Art Museum, located in Ridgefield, CT, is seeking an energetic fundraising professional to join the team as Director of Development. Founded by collector Larry Aldrich in 1964, today the Museum is a platform for artists at pivotal moments in their careers.

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

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. 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.

Qualifications:

- With the Executive Director, setting annual fundraising goals
- Working closely with the Board of Trustees on:
   - Annual giving
   - Special events
- Overseeing continued growth of the Museum's membership program, particularly at the upper levels
- Drafting all Development Department materials, including acknowledgments, renewals, solicitations, and the annual report
- Leading major gift prospecting, solicitations, and stewardship
- Planning a calendar of annual cultivation, stewardship, and fundraising events
- Overseeing the annual report
- Managing a staff of three

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Candidates must have:

- A minimum of 5 years of development leadership experience, preferably in an arts setting
- Proven track record of success in individual giving, membership, and grants
- Ability to build strong working relationships with colleagues, Board members, artists, and donors
- Strong writing and interpersonal skills
- Raiser's Edge or other comparable database knowledge and experience
- Ability to remain flexible and focused in a fast-paced work environment and the ability to pitch in when needed
- Willingness to work on-site in Ridgefield, CT as well as actively engage in prospecting activities out of the office

Compensation and Benefits:

- Salary range: $110,000 - $120,000
- Comprehensive benefits offering including health, dental, vision, life and LTD insurance
- Ability to participate in 401K with employer matching after one year of employment
- Generous PTO

Please send a cover letter and resume to: cmaylone@thealdrich.org, with the subject line "Development Director." Qualified candidates will be contacted.

**The Aldrich Contemporary Art Museum
Non-Discrimination Policy**

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.