



Head of Individual Giving and Events

Department: Development

Supervisor: Director of Development

Status: Full-time Salary

Range: \$60,000

Founded in Ridgefield, CT by fashion designer and art collector Larry Aldrich, The Aldrich Contemporary Art Museum was one of the first contemporary art museums in the country and today is one of the oldest. Known for its visionary exhibition program and artist-centric approach, the Museum presents first solo institutional shows, significant exhibitions of established artists, and thematic group exhibitions around timely social themes.

The Head of Individual Giving and Events will work with the Museum's individual donors and oversee all internal and external events.

Responsibilities include:

- Spearheading 2-3 major fundraising events a year, including the annual Gala, annual Aldrich Artists at the Table dinner, and biennial Aldrich Undercover art sale
- Soliciting gifts from individuals for general operating and program support
- Working closely with board and staff to meet and exceed fundraising goals
- Building and maintaining relationships with high-level Museum supporters and prospects
- Managing all aspects of internal events, including exhibition openings
- Brainstorming additional fundraising and stewardship events, including the annual fall fundraiser
- Overseeing external rental requests and acting as on-site event planner

The successful candidate for this full-time position will be able to work well with the Museum's staff, Board of Trustees, and donor community, and be able to build a welcoming and positive environment for supporters. Strong writing skills are a must, along with an attention to detail, the ability to develop and manage budgets, and ability to juggle multiple projects at once. Candidates with enthusiasm for contemporary art and an interest in museum practice are encouraged to apply.

Requirements:

- B.A. or equivalent experience
- 3-5 years' experience in event planning and logistics as well as dedicated experience working with donors
- Passion for contemporary art and culture
- Ability to work simultaneously on multiple deadline-driven projects
- Proficiency with Microsoft Office products
- Excellent written and verbal communication skills

The Aldrich Contemporary Art Museum



- Ability to work well with individuals, both in-person and on the phone/via email
- Experience with fundraising database a plus
- Ability to multitask
- Strong attention to detail and organizational abilities

Interested candidate should send a resume and cover letter to:
Betty Stolpen Weiner, Director of Development, bweiner@thealdrich.org

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.