Newark Museum
Position Announcement

Individual Giving Manager

Background:
Founded in 1909, the Newark Museum (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for over a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion which is a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.

Position Objective:
The Individual Giving Manager is a senior member of the Museum’s development team responsible for supporting stewardship and growth of the Annual Fund, leadership donor groups, and Major Gifts from individuals and family foundations totaling $2 million. As part of a three-person team including an Individual Giving Associate, the Manager stewards trustee giving and actively cultivates new and repeat donor participation in campaigns for general operating, programming, capital and planned giving, including an upper category membership program, Founder’s Society.
**Duties and Responsibilities:**
- Identify, cultivate, solicit and steward gifts to meet department goals
- Develop strategies and tactics, under guidance of Director of Individual Giving, to attract new prospects and enhance current levels of support
- Coordinate site visits and events logistics to ensure an exceptional donor experience, with a focus on cultivation and stewardship
- Manage the company’s Annual Fund Campaign in partnership with the Director and Individual Giving Associate, taking the lead on messaging, audience segmentation, design direction and printing of campaigns
- Work with communications team to develop strategies for development presence in all communications and marketing, and to ensure proper development presence on the website and at key events
- Manage tracking of annual fundraising goals/results and prepare progress reports
- Work with senior staff to plan and implement the fall luncheon, the Museum’s second largest fundraiser
- Assist in supporting secondary engagement events/programming

**Qualifications:**
- Bachelor’s Degree or equivalent experience, with a minimum of 5 years’ experience involving donor relations and fundraising, preferably in a non-for-profit environment
- Strong organization and project management skills
- Excellent written and verbal communication skills
- Ability to collaborate with donors, trustees, staff and the public
- Experience in planning, budgeting and implementing special events
- Experience with Raiser’s Edge preferred

**Salary:** $75,000 a year

**Interested candidates should submit resume and letter of interest to:**

Human Resources  
Newark Museum  
49 Washington Street  
Newark, NJ 07102  
Fax: 973.642.0459  
Email: humanresources@newarkmuseum.org

The Newark Museum is an equal opportunity employer.