The Newark Museum of Art
Position Announcement
Manager of Fundraising Special Events

Background:
Founded in 1909, The Newark Museum of Art (“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 more than 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. As our mission statement aptly states, “We welcome everyone with inclusive experiences that spark curiosity and foster community”. 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—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard 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.

Position Objective:
Under the leadership of its Director/CEO, Linda Harrison, The Newark Museum of Art is poised for a chapter of transformation, exciting growth and development. This position is instrumental to raising earned and contributed income to support a transformation of the institution at the same time that the city of Newark is experiencing a transformation of its own.

This role requires an understanding of non-profit fundraising and donor relations as well as experience managing high quality special events. It requires the ability to help build a special events strategy that supports business objectives, enhances the reputation of the Museum and maximizes its resources.

Specific Duties and Responsibilities:
- Implementation and monitoring of events calendar that is aligned with revenue and cultivation goals.
- Responsibility for creating events budgets, donor and prospect invitation lists through Raisers Edge, drafting menu and décor plans with on-site caterer, creating program run-through schedules and day/evening on-site oversight of event logistics.
- Coordinate with Membership, Individual Giving and Institutional Giving regarding event objectives and details.
• Write event briefings and disseminate to staff, events hosts, speakers, and others as needed.
• Create event programming materials with Marketing, prepare senior staff remarks for opening of events.
• Post event follow-up: including budget recaps, fulfillment of requests by guests and follow-up with potential donors.
• Develop and institute a plan to thank and recognize hosts, speakers, volunteers.
• Monitor and analyze donor and prospect participation in events, including ROI (for fundraising and stewardship events).

Salary: $70,000 - $75,000 per year

Qualifications:
• Knowledge of special events cultivation, solicitation, and stewardship strategies and techniques.
• Outstanding writing skills and attention to detail.
• Proficient project management skills, including experience with Raisers Edge or similar database.
• Strong interpersonal skills with a range of individuals from catering partners to trustees.
• Demonstrated independent, mature judgment.
• Ability to consistently maintain a professional image and demeanor.
• Strong problem-solving skills to resolve complex and competing issues quickly.
• Ability to move initiatives forward with minimal direction.

Physical Demands: The physical demands described here are representative of those that are to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use speech or hear; travel and move around in offsite locations.

If you are interested in a position at the Museum, please submit your resume and letter of interest to:

Human Resources
The Newark Museum of Art
49 Washington Street
Newark, NJ 07102
Fax: 973.642.0459
Email: humanresources@newarkmuseumart.org

Equal Opportunity Employer: The Newark Museum of Art does not discriminate against candidates based on race, age, gender, sexual orientation, physical disabilities or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment.