

Job Posting

Donor Relations Manager **Full-time position**

October 25, 2016

The Wadsworth Atheneum, the oldest continually operating public art museum in the United States, was founded by Daniel Wadsworth in 1842. Today the collection exceeds 50,000 works of art, spanning more than 5,000 years. The Wadsworth Atheneum has always been a resource for the local community, as we work to welcome new and existing audiences.

The Wadsworth Atheneum is seeking a **Donor Relations Manager**, for designing, implementing and coordinating institution-wide comprehensive donor relations and stewardship programs that appropriately and consistently promote interaction with and recognition of donors at all levels. The Donor Relations Manager must sustain positive and mutually-rewarding relations between the museum and its donors; partner with the Director of Development to determine the best strategies for effective stewardship of donors; maintain ongoing and active networking with internal and external constituencies; and advise on the facilitation of recognition events and coordinate various activities for donor societies.

ESSENTIAL RESPONSIBILITIES:

- Establishes and manages information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current major donors to enhance their relationship with the museum and increase the likelihood of continued contribution. Works with Development team to develop and implement stewardship strategies that strengthen long-term relationships with major donors and members. Develops and assesses policies and procedures across the department and the museum that are essential for a comprehensive donor relations program.
- Designs, documents, and implements a systematic and integrated donor relations program that encompasses donor recognition events, endowed position installations, and building naming dedications.
- Works collaboratively with the Development Department staff to compose letters, compile appropriate invitation lists, engage featured program participants, create programs and provide program materials, prepare program scripts and participant remarks (as needed) and create and/or obtain donor awards and recognitions.
- Recommends and facilitates on-site and off-site publicity for major gifts and donors in collaboration with other departments in the museum.

MINIMUM REQUIREMENTS

Education and Experience

- Bachelor's Degree in Humanities, Business, English, Communication, or related field.
- Three (3) to five (5) years' experience, preferably working in a non-profit organization in development, stewardship, advancement services, or related field.
- Previous experience working with donors is mandatory, as well as experience writing correspondence or copy, and experience with donor databases and prospect tracking systems.

Skills and Abilities

- Excellent written and verbal communication skills.
- Highly organized with the ability to prioritize multiple requests; ability to handle tension and stress in a positive manner is required.

- Collegial, collaborative style with strong people skills; outgoing personality and great telephone “presence”.
- Knowledge of prospect research tools and strategies; industry trends, best practices, and technology.
- Proficiency in using Word and Excel, and for utilizing Microsoft Outlook; as well as data entry, database management and reporting using Tessitura, or Raiser’s Edge.
- Flexibility for evening/weekend work is required; some travel may also be required.

HOW TO APPLY:

Interested candidates should send their *resume, cover letter, and salary requirements* to:

Wadsworth Atheneum Museum of Art
Attn: HR Department
600 Main Street, Hartford, CT 06103
Or Email HR@wadsworthatheneum.org
(No phone calls please.)

Deadline for applications: November 18, 2016

The Wadsworth Atheneum Museum of Art is an Equal Opportunity Employer.