

Manager of Individual Giving

Full-time

40 hours per week, including occasional weekend and evening hours for programs.

Flexible schedule, including hybrid work opportunities.

Job Summary:

The Elmhurst Art Museum seeks a Manager of Individual Giving to drive individual giving and develop new relationships in conjunction with the Executive Director. The ideal candidate will represent the Museum while building and managing major gifts, planned giving, Museum memberships, corporate and individual sponsorships, and annual giving programs. This critical position will help the Museum prioritize our prospect pool and expand our donor portfolio as we implement our strategic plan that “Art is for Everyone”.

The ideal candidate will help motivate individual givers and manage internal coordination based on organizational needs and programming. The Manager of Individual Giving must possess excellent communication skills, as the ideal candidate will represent the Museum as the primary point of contact with major stakeholders and committed patrons. This candidate will be responsible for creating a positive experience for patrons and members.

The Manager of Individual Giving will coordinate with other departments on the Museum’s team to build important and lasting relationships with the community. For instance, this role will process all Museum membership paperwork, keep patrons current on the Museum’s programming through seasonal brochures and other member communications, oversee special member programs, solicit program sponsorships and manage those relationships, and ensure members have an educational and inspirational experience when visiting the Museum.

It is an exciting time to join the Museum’s team as we implement our new strategic plan with the core purpose of fostering community by cultivating a creative and inclusive space for art, architecture, and education.

In the first 90 days, the Manager of Individual Giving will:

1. Assess prospect intake and scheduled communications;
2. Assess current corporate support and identify opportunities to expand the program;
3. Create an individual giving donor/prospect portfolio with the Executive Director;
4. Coordinate monthly membership mailings and plan a member drive around a key event;
5. Creatively plan for and execute member programs;
6. Evaluate and improve the Annual Giving Programs and other fundraising events.



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Principal Responsibilities:

Donor Cultivation, Solicitation, and Stewardship: 40% of time

- Build and maintain a portfolio of 20-30 major-gifts and raise critical funds for the Museum.
- Research, identify, and propose donor prospects to the Executive Director
- In collaboration with the Executive Director, create and implement strategies for cultivating, recognizing, soliciting, and stewarding individual donors;
- In collaboration with the Executive Director, communicate with patrons about current plans, upcoming initiatives, vision, and brand for all fundraising campaigns;
- Cultivate interest in the Museum and its programming through strategic touch points throughout the year to develop strong relationships with existing and prospective patrons;
- Ensure that all sponsor benefits, including donor recognition, are fulfilled;
- Lead the Museum's Annual Fundraising campaign;
- Develop and oversee individual giving events including messaging and logistics. Greet and visit with guests at all donor appreciation events;
- Create, distribute, and track sponsorship packages for exhibits, education programs, and other programs;
- Support other organizational efforts on an as-needed basis, including general Museum fundraising efforts and external partnerships like corporate relations, foundations, government, and others;

Planning and Member Communications: 15% of time

- Manage the Museum's membership program including exclusive member-based events and benefits;
- Manage messaging to potential and current members in newsletters and fundraising campaigns;
- Manage and distribute regular print materials to key stakeholders and member newsletters, including personalized outreach and seasonal brochures;
- Write and send renewal letters, emails, and other correspondences to Museum members and donors;
- Act as the Museum's representative at local community events;

Record Keeping: 30% of time

- Create reports for the Executive Director, Board, and auditors regarding giving activities;
- Write and manage all gift acknowledgements for the organization;
- Manage Raiser's Edge database entries for all contributions to the Museum.

Internal Coordination: 15% of time

- Coordinate with Museum staff and Development Committee to develop fundraising campaigns to support current and upcoming institutional initiatives;
- Develop revenue goals and objectives with the Executive Director;



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- Ensure thoughtful integration between departments, ensuring coordinated and representative work, vision, and messaging;
- Regularly collect and manage stakeholder testimonials, share with appropriate team members across the organization for communication and relationship building purposes;
- Work closely with other staff members executing patron events such as the annual Soiree fundraiser;
- Ensure all departments have current membership information for distribution, as well as current donor information.

Compensation:

Salary range of \$65,000 - \$75,000 annually.

Benefits package includes monthly contribution towards health care, paid time off, holiday pay, pre-tax retirement program option, professional development opportunities, and Museum discounts;

Flexible schedule, including hybrid work possibilities;

Qualifications:

Bachelor's degree;

Non-profit fundraising experience, including soliciting and managing major gifts;

Proven success in managing staff and experience working successfully with organizational leaders and major stakeholders;

Knowledge of non-profit giving best practices and commitment to compliance;

Project management experience;

Strong communication, organization, and problem-solving skills;

Ability to organize and coordinate multiple short-term and long-term projects;

Persuasive writing skills;

Critical thinking skills with consideration for systems-wide impact;

Experience in managing Raiser's Edge / Blackbaud products;

Solid knowledge of Microsoft Office products, including Word and Excel;

Curiosity about the Museum programming, the McCormick House, and the willingness to communicate that to guests in an engaging and inclusive way;

Understanding or interest in contemporary art and/or preservation architecture is preferred;

Willingness to work weekends, holidays, and evenings as needed.

How to Apply

To apply send cover letter and resume to employment@elmhurstartmuseum.org

Full listing on www.elmhurstartmuseum.org/job-opportunities

The role will be posted until November 30, 2024.



150 S Cottage Hill Ave, Elmhurst, IL 60126 • elmhurstartmuseum.org

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The Elmhurst Art Museum is an equal opportunity employer. The Elmhurst Art Museum is an arts complex with three distinct areas of focus. A balance of art, education, and architecture programming is central to our efforts of inspiring and enriching our community. We strive to hold public art events, as well as educational hands-on activities, related to rotating contemporary art exhibitions and the celebration of the McCormick house, a rare single-family home designed by Mies van der Rohe. The Elmhurst Art Museum is located in Elmhurst (IL), 25 minutes from downtown Chicago by public transportation (Metra).



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