

The Valentine Employee Job Description

Position title: Annual Giving and Membership Manager¹

FLSA Status: Exempt²

General responsibilities of Annual Giving and Donor Relations Manager

The Valentine seeks a motivated, full-time Annual Giving and Donor Relations Manager to strengthen and grow the Museum's existing individual annual fund support and membership programs, cultivating lasting relationships with donors, planning and executing member events and building community. The Annual Giving and Donor Relations Manager is an integral part of the Advancement team and will report to the Museum's Director of Advancement.

Reporting Supervisor: Director of Advancement

Responsibilities:

- Identify, cultivate, solicit and steward annual gift donors and members of up to \$10,000.
- Work with the Director of Advancement to develop annual giving plan including strategies for donor acquisition and increased individual contributions.
- Create, manage and execute all mailings including annual giving campaigns, membership renewals, acquisitions, acknowledgements and promotions.
- Oversee constituent record integrity in Altru (fundraising and ticketing software), working in concert with Administrative Coordinator responsible for data entry.
- Draft copy for and manage sending of all member email communications, including weekly emails.
- Support the Development Committee of trustees and volunteers in their efforts to promote and encourage donor support
- Work with Director of Communications and Director of Advancement to determine and execute all annual giving campaign messaging and membership offers.
- Interface with public as main point of contact for member questions, concerns and feedback.
- Plan, coordinate and execute member and special events. Availability for events during evenings or weekends required.
- Track and report membership and annual giving statistics, ensure the programs meet annual revenue goals.
- Training of Visitor Services team on honoring member benefits and encouraging membership.

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

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Summary of qualifications, education or expertise for this position:

- Bachelor's Degree preferred
- Minimum of 3-5 years of experience in development for a cultural organization preferred
- Event-planning experience a plus
- Experience with Altru, or comparable constituent management systems, preferred
- Excellent oral, written, interpersonal and organizational skills
- Excellent relationship and partnership building skills
- Ability to work independently without direct supervision. Ability to manage multiple projects and tasks and meet deadlines.
- Strong attention to detail

Physical Demands:

1. Ability to lift and transport boxes of printed materials and other event related items on a regular basis.
2. Ability to stand/walk for extended periods during events.
3. Ability to review text and images of varying sizes, at various distances.