

The Valentine Employee Job Description

Position title: Annual Giving and Membership Manager¹

FLSA Status: Exempt²

General responsibilities:

The Annual Giving and Donor Relations Manager oversees the museum's annual giving fund and membership programs, cultivates lasting relationships with donors, and plans and executes member and donor cultivate events to build community and increase support of the Valentine's mission. The Annual Giving and Donor Relations Manager is an integral part of the Development team and reports to the Director of Development.

Reporting Supervisor: Director of Development

Positions Supervised: Periodic interns

Itemization of Key Duties:

1. Identify, cultivate, solicit and steward annual giving donors and members.
2. In collaboration with the Director of Development and the Deputy Director of Communications, develop and implement the annual giving plan, including strategies for donor prospecting, acquisition and increased individual contributions.
3. Work with the marketing team to plan and execute annual giving messaging and membership offers. Create, manage and execute member mailings and emails related to annual giving campaigns, membership renewals, acquisitions, acknowledgments and promotions.
4. Oversee constituent record integrity in Altru (fundraising and ticketing software), working in concert with Development & Marketing Administrative Assistant responsible for data entry.
5. Manage member communications, including bi-weekly e-newsletters.
6. Act as the main point of contact for member questions, concerns and feedback.
7. With Director, identify, cultivate and maintain donor and prospect relationships up to \$5,000 support level, and coordinate and attend meetings with these individuals either with the Director or one on one as needed.
8. Work with the marketing team to identify the date, theme and mission for cultivation events intended to attract new members or annual giving donors, with the marketing team handling the events' logistics, marketing and PR.

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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9. Plan, coordinate and execute member/donor (i.e., fall/spring donor events) and special events such as History Hot Spots and Member Appreciation Days.
10. Attend the above events as well as any other major events that are development oriented to manage donor and sponsor relationships and provide remarks if needed. Availability for events during evenings or weekends is required.
11. Track and report membership and annual giving statistics to ensure programs meet annual revenue goals.
12. Train the Visitor Services team on member benefits and recruitment.
13. Manage the Board of Trustees Development Committee and support their efforts to promote and encourage donations.

Summary of qualifications:

1. Bachelor's degree preferred.
2. Minimum of 3-5 years of experience in development for a cultural organization preferred.
3. Event-planning experience a plus.
4. Experience with Altru, or comparable constituent management systems, preferred.
5. Excellent oral, written, interpersonal and organizational skills.
6. Excellent relationship and partnership building skills.
7. Ability to work independently without direct supervision.
8. Ability to manage multiple projects and tasks and meet deadlines.
9. 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.