

STORM KING ART CENTER

Storm King Art Center seeks a full-time Major Gift Associate.

About Storm King

Storm King Art Center is a 500-acre outdoor museum located in New York's Hudson Valley, where visitors experience large-scale sculptures and site-specific commissions under open sky. Since 1960, Storm King has been dedicated to stewarding the hills, meadows, and forests of its site and surrounding landscape. Building on the visionary thinking of its founder, Storm King supports artists and some of their most ambitious works. Changing exhibitions, programming, and seasons offer discoveries with every visit.

For additional information, visit www.stormkingartcenter.org.

About the Position

The **Major Gifts Associate** is a donor-facing position, reporting to the Director of Development, and will work closely with the External Affairs team. This role is responsible for supporting the Director with implementation of Storm King's major donor giving programs and initiatives. Projects within these programs include donor solicitations and recognition, coordination of the annual travel program, major donor cultivation events, special outreach and correspondence, large-scale mailings, research and relationships in the Blackbaud database, Altru.

Primary Responsibilities and Duties

The Major Gifts Associate's primary responsibilities include but are not limited to the following:

- Working closely with the Director of Development in assisting with the general stewardship and fulfillment of the Storm King Council Membership, Annual Fund, Restricted Projects, and other major donor support.
- Planning and executing cultivation events for the Storm King Council Membership, Storm King Trustees, Restricted Project supporters, and other Major Gifts donors.
- Coordination of the Annual Travel Program including solicitations and acknowledgements, travel itinerary and logistics, donor relations and budget.
- Coordinating acquisitions and renewals for the Annual Fund, Storm King Council, Restricted Projects, and invitations to events.
- Processing all major donor gifts, including preparing letters of acknowledgement in a timely and accurate manner.
- Daily management of prospect plans, updating and maintaining donor records within the database, as well as optimizing the database as a tool for donor cultivation and stewardship.
- Conducting research on current and prospective donors and maintaining their records in the database.
- Preparing the annual donor listing, which includes a donor wall and recognition on the Art Center's website, in the Visitor's Center, and throughout various print materials.
- Attending departmental and/or cross-departmental meetings with or in place of the Director of Development.
- Providing day-to-day administrative support for the Major gifts team, including arranging timed ticket reservations for donors, fulfilling donor benefits, processing invoices, and responding to inquiries from donors.
- Coordinating with other Departments on the creation of marketing materials and other deliverables.
- Other duties as assigned.

Required Skills and Qualifications

- A High School Diploma or GED equivalent; Bachelor's degree preferred.
- At least two years of related experience preferably in a non-profit organization in fundraising, or in direct sales and customer service. Internships can be considered as acceptable experience.
- Working knowledge of fundraising databases required, preferably a Blackbaud product.
- Must have strong organizational skills, attention to detail, and excellent follow-through and ability to meet deadlines.

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- Strong interpersonal, written, and verbal communication skills.
- Must have the ability to work independently and handle many projects simultaneously.
- Must be proficient with Microsoft Office Suite, Internet research, and administrative office procedures.

Physical Requirements and Working Conditions

- Works occasional evening and weekend special events.
- Ability to work in an office environment, maneuver outdoors (in all weather conditions) on the 500-acre site, hills, grass, and gravel pathways.
- Occasional travel required to NYC for meetings and special events, and domestically for the travel program.
- Frequently sits for long periods of time.
- Frequently speaks, reads, writes and uses a computer keyboard.
- May require occasional standing, walking, lifting, stooping, or bending.

Benefits and Salary

This full-time, non-exempt (FLSA status) position is eligible for our generous benefits package as outlined on <https://stormking.org/jobs/>. The hiring hourly range is \$18-20 depending on qualifications.

To apply

Please visit our Career Center to apply.

Storm King Art Center is dedicated to fostering a diverse workplace. Storm King Art Center is an equal opportunity employer and makes employment decisions on the basis of merit.

People who are of color, gender oppressed, LGBTQ, immigrants with work permission, and people of diverse social and economic backgrounds are encouraged to apply. Storm King Art Center does not discriminate based on race, color, religion, creed, sex, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity or expression, or any other related consideration.