



Public Art Fund ("PAF"), New York's leading presenter of contemporary art projects in public spaces, seeks a dynamic **Development Manager, Individual Giving**. Reporting to the Development Director, this position will provide leadership through strategic thinking, targeted and effective cultivation, and professional implementation of moves management principles to build resources from individual donors in support of PAF's mission and exhibitions.

Public Art Fund has presented exhibitions by the world's most compelling and significant artists in New York City and beyond for more than 40 years. These projects set the standard for excellence in the field, giving urban space new meaning, while engaging diverse audiences and making culture accessible to all. The Development Manager, Individual Giving plays a vital role in the organization's fundraising efforts and works closely with colleagues across departments. The Development team works collaboratively on initiatives across the department and depends on each team member to lend support in the general fundraising efforts and promotion of the organization's mission.

Responsibilities

- Generate, research, and qualify prospective donors with interest in the organization's values and work, with a particular focus on accessing new constituents
- Prepare research materials and briefings for senior staff and Board of Directors in advance of meetings, including annual Board check ins
- Manage the cultivation, solicitation, and stewardship process for individual prospects alongside the President, Artistic & Executive Director, and Board of Directors, with a focus on exhibition fundraising for donors giving \$2,500 to \$25,000+ annually
- Oversee annual "year-end" giving campaign, including strategy for achieving goals, development of materials for physical and digital solicitation, coordination with vendors, and mailing
- Provide oversight of Raiser's Edge NXT, including the tracking of pledged payments, gift processing, and acknowledgements; data systems, hygiene, and best practices; reporting; and providing lists for large mailings, events, and travel programs
- Spearhead art sales and the annual silent auction, including drafting artist solicitations, managing artwork information, liaising with outside vendors, overseeing production, and creating outreach lists of prospective buyers
- Supervise the Development Associate, acting as a mentor for their work

Qualifications

- Minimum of five (5) years of progressive fundraising experience at a not-for-profit organization, preferably in the arts
- Background in the cultivation and solicitation of individuals with proven ability to develop, solicit, and steward major gifts
- Experience working in a database; Raiser's Edge NXT preferred
- Knowledge of the New York art world and funding communities

- An effective team member, who possesses initiative, creativity, and energy
- Well-organized and detail-oriented; able to plan strategically, set priorities, and follow through
- Excellent written and verbal communication skills with outstanding interpersonal skills
- Competency with Microsoft Office Suite

How to apply:

Please email a cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title "Development Manager, Individual Giving - 2022" in the subject line. No telephone calls please.

The Development Manager, Individual Giving is a full-time exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work outside of regular PAF hours (Monday-Friday, 9:30am-5:30pm) are an occasional requirement of the position. Work is often performed in an office environment. Salary is \$65,000 - \$75,000 per year and benefits include medical, dental and vision insurance, generous paid time off, as well as other benefits. Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.