



Public Art Fund ("PAF"), New York's leading presenter of contemporary art projects in public spaces, seeks a dynamic Development Officer to provide 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 Officer plays a vital role in the organization's fundraising efforts and works closely with colleagues organization wide. 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.

The Development Officer reports to the Director of Development and works closely to support the President, Artistic & Executive Director and Deputy Director for External Affairs in fundraising initiatives.

Responsibilities

- Lead the growth and stewardship of PAF's membership program; develop and implement a robust calendar of patron events
- Generate, research, and qualify prospective donors with interest in the organization's mission
- Manage the cultivation and solicitation for individual prospects with a focus on fundraising for donors giving \$2,500 to \$25,000+ annually
- Prepare research materials and briefings for Executive staff and Board of Directors in advance of meetings, including annual Board check-ins
- Oversee annual mailed and digital giving campaigns, including strategy for expanding campaign reach, achieving goals and the development of materials for physical and digital solicitation
- Spearhead limited edition art sales; research and coordinate production and develop sales strategy
- Provide oversight of CRM database: tracking of pledged payments, billing and statement preparation, and acknowledgements; data systems, hygiene, and best practices; reporting; and providing lists
- Support the Deputy Director for External Affairs with Capital Campaign fundraising, with a focus on Board and Individual prospects

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; proven ability to develop, solicit, and steward gifts
- Special Event experience including budgeting, scheduling and vendor management
- 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, G Suite and databases, experience with Salesforce preferred

How to apply:

Please email a cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title "Development Officer - 2025" in the subject line. No telephone calls please.

The Development Officer 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 is primarily performed in an office environment, on a hybrid schedule. Ability to work outside of regular PAF hours (Monday-Friday, 9:30am-5:30pm) is an occasional requirement of the position. Salary is \$70,000 - \$80,000 per year and benefits include medical, dental and vision insurance, generous paid time off, as well as other ancillary 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.