

Nasher Sculpture Center

Manager of Membership & Individual Giving

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Job Description

The Nasher Sculpture Center (Dallas, Texas) is currently seeking an experienced fundraising professional to fill the role of Manager of Membership & Individual Giving, a mid-level member of the Development team who will lead efforts to strategically build relationships with, solicit, and steward support from members and general donors.

The Manager of Membership & Individual Giving will report to the Director of Development, Individual Giving and will work closely with the Manager of Development Communications and the Manager of Development Operations.

About Nasher Sculpture Center

Located in the Dallas Arts District, Nasher Sculpture Center is a nonprofit, community-supported museum whose mission is to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture. Since 2003, more than two million people have visited the Nasher's galleries and garden.

Fundraising plays a critical role at the Nasher, and considerable efforts have been made in recent years to expand contributed revenue. Current sources of individual giving-specific fundraising, all of which have experienced growth in recent years, include:

- Individual membership
- Two major fundraising events – the Nasher Prize Award Gala (and year-round programming) and The Great Create
- Major giving for exhibitions and for public and education programs

Duties and Responsibilities

The Manager of Membership & Individual Giving is responsible for promoting the mission of the Nasher Sculpture Center by identifying, cultivating, soliciting, and stewarding members and individual donors.

General

- Work collaboratively with colleagues to ensure that the overall fundraising objectives of the Nasher Sculpture Center are met or exceeded.
- Achieve individual giving fundraising goals by building relationships with individual donors and prospects to strengthen their relationship with the Nasher Sculpture Center and manage their progression through the moves management cycle.

Membership

- Create, implement, and evaluate an annual plan that achieves the individual giving goal and provides robust stewardship for general members, including direct mail and email campaigns and special events.
- Increase donor retention and renewal rates for general members.
- Manage special membership initiatives including the North American Reciprocal Museum Association and The Cultivist.
- Serve as the primary staff liaison for general and corporate members, providing best-in-class customer service.
- Plan and implement twelve membership-related events per year, including exhibition previews, tours, etc.
- Coordinate with the Manager of Development Operations on membership database responsibilities, including running reports and queries, creating appeals, tracking invitations and event participation, and identifying prospects for new or additional support.
- Work in collaboration with the development and external affairs teams to implement membership cultivation and retention programs, incentives, and special offers.
- Work in collaboration with the Manager of Visitor Experiences to train frontline staff on membership sales best practices.

'The Great Create' Annual Fundraising Event

- Meet or exceed annual fundraising goals for The Great Create.
- Execute solicitation campaigns as it relates to The Great Create.
- Assist the Manager of Development Communications with communications pertaining to the event.
- Act as liaison between The Great Create Co-Chairs and Nasher staff.
- Work with the Development Operations Manager to ensure the entry and acknowledgement of all payments as they pertain to the event.

Patron Affinity Groups

- With the Director of Development, Individual Giving, participate in identifying, cultivating, and stewarding members of the Nasher's patron affinity groups and special event host committees.

Other

- Research and follow trends in fundraising and the philanthropic nature of the community.
- Ad hoc special fundraising campaign management, including the annual North Texas Giving Day.
- Additional duties as assigned.

Qualifications

- Supports the Nasher's mission to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture.
- Strong interest in the arts.

- Two to five years of experience in a nonprofit setting, preferably in membership, fundraising, or marketing.
- Minimum of a bachelor's degree required.
- Working knowledge of database programs (Salesforce preferred).
- Proficient in Microsoft Office.
- Excellent organizational and communication (verbal and written) skills, with a strong attention to detail.
- Professional demeanor with strong interpersonal skills, and a comfort working with visitors, trustees, members, and donors on the phone and/or in person.
- Close attention to detail, discretion and confidentiality, strong organization skills, and excellent verbal and written communication skills are also requirements for a successful candidate.

Work Environment

- Hybrid schedule, approximately three days per week in-office.
- General office environment with occasional work throughout the museum's facilities (galleries, conference rooms, and exhibit halls) and outdoors.
- Significant computer and telephone work (repetitive movement–typing).
- Frequent sitting, standing, walking, bending, and climbing stairs with occasional lift of light loads (20lbs).
- Position requires occasional nights and weekends.

Compensation

This is a full-time, salaried position with an approximate starting annual pay range of \$50,000 - \$55,000. The Nasher offers a robust benefits package which includes medical, dental, and vision insurance; 401(k) with employer match; and generous paid time off.

Application Instructions

Please submit a cover letter and resume to:

David Leggett, Director of Development, Individual Giving
 Dleggett@nashersculpturecenter.org

Applications will be accepted on an ongoing basis until the position is filled. **However, priority will be given to candidates who apply by Friday, January 12.** Finalists may be asked to provide professional references and work samples. A background check will be conducted prior to hiring.

The Nasher Sculpture Center is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, color, religion, national or ethnic origin, age, sexual orientation, gender identity, marital status, protected veteran status, disability status, or any other characteristic protected by law.