

# Henry

## Development Manager

### ABOUT THE HENRY

The Henry Art Gallery was founded as Washington State's first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: [henryart.org/about](http://henryart.org/about).

### POSITION PURPOSE

The Development Manager is a key frontline fundraiser responsible for driving the Henry's Membership and Annual Fund programs, along with contributing to general development efforts. This role manages the solicitation, acquisition, and retention of members, and oversees annual appeals and campaigns. The Development Manager also collaborates with the Development Coordinator on database management, ensuring accurate gift and pledge processing, and maintaining campaign and donor profiles.

The Development Manager also supports comprehensive stewardship efforts fostering high-quality interactions with the Henry's stakeholders and works closely with all Development team members to enhance donor engagement. This role is integral to the planning and execution of special events, such as Patron Previews, Public Openings, the Seattle Art Fair, the Annual Gala, and other donor cultivation and stewardship events throughout the year.

### COMMITMENT TO EQUITY

The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see [washington.edu/raceequity](http://washington.edu/raceequity).

**SCHEDULE:** Tuesday – Friday, 36 hours per week (90% Full-time Equivalent or FTE); Flexibility to determine regular schedule, including days and hours worked, with supervisor. Occasional evening and weekends may be required support member and donor events and programs.

**Pay Range:** \$70,000 - \$75,000 (90% FTE)

**REPORTS TO:** Director of Development

**ESSENTIAL FUNCTIONS:**

**Membership & Annual Fund (Individual) Fundraising (75%)**

- **Lead strategic membership efforts with an equal emphasis on acquisition, retention, and generation of revenue of membership and annual fund campaign.**
- **Manage and administer membership program.**
- **Supports Director of Development and Executive Director with major gift portfolios - prospect profiles, donor information, and tracking prospects.**
- **Develop a year-round membership acquisition plan that incorporates promotions, renewals, and discounts for all segments of the membership audience and partner with Communications and Museum Services departments to implement.**
- **Strategizes, designs, and implements annual fund campaigns including year-end appeal, public giving days, monthly giving program, and in-building donations.**
- **Manages and grows underutilized parts of the individual giving program, including sustainer giving, employee matching programs, and gift membership campaigns.**
- **Execute stewardship activities including, but not limited to: tailored thank-you and acknowledgment vehicles for major, stewardship gatherings, website acknowledgements as appropriate.**
- **Helps to plan and support calendar of stewardship and cultivation events working closely with Donor Relations & Special Events Manager.**
- **Work in collaboration with the Director of Communications & Public Relations to identify passive fundraising opportunities in Henry communications (social media, emails, etc.).**
- **Work with Lead Designer to create all marketing materials related to member acquisition, renewal, and stewardship.**
- **Manage membership budget in collaboration with the Director of**

### **Development.**

- **Works with the Marketing and Museum Services teams to design and implement an on-site membership sales program, featuring promotions and membership services.**
- **Ensures the timely execution of donor communications including, but not limited to, event invitations, pledge reminders, and other seasonal outreach.**
- **Represent the Henry at member events, public openings, donor cultivation events, and the gala.**

### **Board of Trustees - Development Committee (5%):**

- **Supports the Director of Development in coordinating the Development Committee and Gala Committee meetings in coordination with the Museum Directors Executive Assistant.**
- **Assists the Director of Development with identifying and tracking Board prospects, as well as donors and contact reports for the Director of Development as needed.**

### **Database (15%)**

- **Oversee membership data, gift processing, and acknowledgement in partnership with the Development Coordinator. Including backup to gift processing during vacations or absences.**
- **Support with gala and special event back-end processing and management of registration in coordination with the development team.**
- **Works closely with the Development Coordinator to:**
  - **Provide customer service and member support.**
  - **Manage and execute gift processing and timely fulfillment of membership benefits and acknowledgements; process accounts receivable (including cash, checks, credit cards, and pledges).**
  - **Refine gift entry systems, policies, procedures, and reporting as needed.**
- **Monitor, report, and interpret membership data on a monthly and quarterly basis in conjunction with or as requested by the Director of Development.**
- **Coordinates and performs regular database maintenance and donor record updates, maintaining strict confidentiality of all donor information.**
- **Supports standard queries for donor mailings, membership analysis, and fundraising research and trains Development Coordinator and entire team.**
- **Coordinate and or manages uploads and downloads of data across multiple platforms.**
- **Performs global actions in the database for lists compiled by**

**other sources.**

- **Acts as support for gift processing, acknowledgement and fulfillment.**
- **Oversees, and maintains best practices aligned with the Henry's finance team working with the Development Coordinator on the accuracy of data.**

**Additional Duties (5%)**

- **Maintains donor pledge reminder process with support of the Development Coordinator.**
- **Works with the Development Coordinator and Finance / Administration to ensure that database entries tie to Henry financial systems and related UW University Advancement systems (Tandem).**
- **Manages budgets and reporting (including documentation) related to membership, appeals & campaigns as related to responsibility as needed.**
- **Other duties as assigned.**

**CONNECT WITH US IF YOU HAVE:**

- **At least one year (preferred 2 years) of experience as a direct fundraiser focused on Annual Fund and / or Membership.**
- **Knowledge and experience working with workplace giving, giving days, social media fundraising and other third party fundraising highly desirable.**
- **Exceptional written and oral communication skills.**
- **Proven database and mail merge experience.**
- **Proficiency in the Microsoft Office suite and ability to learn new business software programs.**
- **Collaborative work style and strong interpersonal skills to support work with colleagues, donors, and volunteers.**
- **Ability to handle sensitive and confidential matters with discretion and responsibility.**
- **Excellent time management, problem solving, multitasking, attention to detail, and organizational skills.**
- **Availability to work occasional week nights and weekend days for special events, donor events and museum openings.**

**ADDITIONAL DESIRED EXPERIENCE:**

- **Demonstrated experience with project management.**
- **Previous experience with any of the software that our team currently uses: Raiser's Edge, Tandem (UW's donor database), PaperSave, MailChimp, Tableau, Asana.**

**If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.**

**STATUS: Regular part-time employee; Affiliate University of Washington employee; FLSA non-exempt; Benefits eligible**

**BENEFITS:**

- **Medical, Dental, Vision:** Eligible to enroll in the Henry's medical, dental, and vision insurance package. The Henry pays 100% of the cost for employees.
- **Vacation:** Accrue Vacation hours at a rate that increases with years of service, beginning at a rate of 5 hours per month.
- **Holidays and Holiday Credit:** 11 paid holidays, plus 1 annual personal holiday; eligible to accrue Holiday Credit hours for holidays falling on non-work days at a rate of 4 hours per holiday.
- **Sick Leave:** Sick leave accrued at a rate of 1 hour per every 40 hours worked.
- **Retirement:** Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will be contributed by the Henry.

The employee will also have access to or receive:

- Affiliate University of Washington employee status, with access to such things as: the UW library system, ability to purchase an IMA gym [membership](#).
- [One UW Professional and Organizational Development \(POD\) Course per year.](#)
- [A Professional Membership to the American Alliance of Museums \(AAM\).](#)
- [Up to \\$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion.](#)
- **Public Transportation Subsidy:** the Henry will fully reimburse the cost of a quarterly [U-PASS](#), or up to \$150 of actual expenses for ORCA purchases per quarter.

**APPLY:** Please send a cover letter and resume to [opportunities@henryart.org](mailto:opportunities@henryart.org), in one PDF if possible, with "Development Manager" in the subject line. No phone calls, please.

**Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.**