

THE CHINATI FOUNDATION

Assistant Director of Individual Giving

Department: Development
Reports to Sarah Atwood, Director of Development
Effective: January 2021

JOB SUMMARY:

Developing and maintaining close ties with the community has been an important component of Chinati's mission since it was established by Donald Judd in 1986. Stewardship of our community of donors, members and supporters is an essential part of Chinati's ongoing work to support Judd's vision for a new situation for art in far West Texas. As part of Chinati's fundraising team, the Assistant Director of Individual Giving will manage a portfolio of individual donors including our Patrons, Friends, and Chinati Contemporary Council (CCC) membership groups. S/he will maintain and develop funding from donors through effective identification, cultivation and solicitation. The focus of this position is to provide an exceptional experience to (targeted) donors in an effort to increase giving and move individuals to targeted giving levels by identifying and deepening new and long-term relationships. S/he will assist in the coordination and execution of development events, private tours, and museum wide programs.

RESPONSIBILITIES

S/he will work closely with the Director of Development and Director to manage Chinati's portfolio of individual members. Under the direction of the Director of Development, the Assistant Director of Individual Giving is responsible for strategizing, planning, and implementing fundraising activities to cultivate and steward individual donors who make gifts of entry to mid-level support (\$1,200- \$25,000) for annual operations. Additional responsibilities include timely and effective processing and acknowledgement of all donations to the museum. This position will oversee day-to-day activities for membership and annual giving programs and maintain oversight of the donor database, including data entry and extraction and ongoing maintenance.

Development:

- Builds and maintains a dynamic portfolio of donors and prospects with the capacity to make philanthropic gifts of \$1,200- \$25,000 annually.
- Develops and implements customized strategies for the engagement of these individuals, with the priority of moving members into this giving level and bringing in new donors at this giving level.
- Identifies and manages qualified prospects and donors, through cultivation, solicitation, stewardship, donor acknowledgement, and benefit fulfillment.
- Works collaboratively with Chinati's leadership, trustees, curatorial and conservation staff, and development teams, involving them, as appropriate, in the cultivation and solicitation of prospective donors.
- Serve as the team's primary liaison to the Education Department. Works closely with the Education team to identify opportunities for fundraising support.
- Manage the Chinati Contemporary Council, Friends and Patrons membership groups.
- Spearhead upgrade and acquisition campaigns to increase giving to the Friends and Patrons memberships (\$5,000, \$10,000+).
- Prepares written communications to donors and prospects including proposals and informational packages. Maintains active level of written correspondence, and digital and verbal communication with all donors and prospects.
- Works with the Director of Development to analyze portfolios and strategize upgrades within mid-level donors/major donors.
- Monitor weekly, monthly, quarterly and annual activity to achieve development revenue goals.

- Maintain and update a calendar of member / donor groups projections quarterly and annually.
- Implement all administration including compiling mailing list, coordinating the design, printing and mailing, reporting and analysis.
- Develops and maintains ongoing individual donors and prospects lists and manages related records in the database. Works with the Development Manager and intern to ensure that individual donor records are properly maintained and updated.
- Draft solicitation and acknowledgement letters in coordination with the Director of Development.
- Create a comprehensive communication calendar to support appeals for a range of annual events including Chinati Community Day, Chinati Weekend, and year-end appeal.

Database Management

- Accurate and timely data entry of all donations, including membership gifts.
- Oversee timely acknowledgement of all donations, including membership gifts.
- Prepare membership renewal mailings on a monthly basis.
- Monitor and prepare membership statistics and a weekly (unearned) income report.
- Support development efforts by assisting with donor cultivation and stewardship. This includes writing and editing of collateral materials; providing customer service to visitors, prospects, donors, and members; and maintaining quality control of the donor database.
- Assist with member and donor fundraising events, which may require evening and/or weekend work.
- Assist in generating reports and lists from the donor database, as needed.
- Supervise and train the Development intern.
- As an integral member of the Development team, assist Director of Development as requested

Special Events:

- Create and propose events to the Director of Development, including all aspects: program, estimated budget, external and internal outreach, timeline, menu, and décor.
- Build strategies for using events and private tours as a means for donor cultivation, and stewardship, identifying prospects and solicitations.
- Generate event logistics and timelines in coordination with external and internal partners.
- Maintain budgets for all events, negotiating and tracking expenses, and processing invoices, purchase order requests, and fulfillments.
- Prepare staff for events, including Development, Curatorial staff, Visitor Services and Museum leadership.
- Ensure departmental and institutional calendars are updated consistently.
- Work with graphic designer to create collateral, such as invitations, programs and marketing materials.
- Send invitations, track replies, and manage follow-up.
- Provide on-site support at events.

Additional Responsibilities:

- Assist with donor visits, and event planning, including Chinati Community Day, Chinati Weekend, and development driven events.
- Provide assistance during exhibition openings, Board of Trustee meetings, and other special events as needed.
- Work occasional evenings and weekends to support Chinati's events and donor visits.
- As an integral member of the Development team, assist Director of Development as requested.

Requirements / Minimum Qualifications:

- A bachelor's degree from an accredited college or university. A major in business, communications or arts-related field is desirable.
- Minimum of three to five years work experience in professional fundraising.
- Knowledge of fundraising principles, techniques, and ethics.
- Experience developing strategies for cultivation and solicitation of individual donors.
- Proficiency in Word, Excel, and Blackbaud products.
- Highly motivated and well-organized with a progressive record of achievement.
- Excellent research, writing, and organizational skills; strong follow through; high-level analytical, problem-solving, and presentation skills.
- Ability to understand and effectively articulate the mission and future plans of the Chinati Foundation; to motivate and interact effectively with donors, and museum staff at all levels.
- High level of tact, diplomacy, and confidentiality.
- Excellent verbal and written skills.
- Ability to work nights and weekends as needed for events or deadlines.
- Knowledge of contemporary art a plus. Qualified applicants may apply by emailing a cover letter and resume to Sarah Atwood, Director of Development, at satwood@chinati.org. The application deadline is February 22, 2021.

This is a full-time position based in Marfa, TX. The Chinati Foundation provides a competitive salary and a comprehensive benefits package.

The Chinati Foundation is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Chinati will provide reasonable accommodations for qualified individuals with disabilities.