

## **JOB DESCRIPTION**

**TITLE: Development Manager**

**REPORTS TO; Executive Director**

**CLASSIFICATION: Nonexempt**

**HOURS: PT (30 hours/week)**

**Edward Hopper House Museum & Study Center (EHHM)** is seeking a passionate Development Manager to join its leadership team to lead the charge in implementing development efforts aligned with the museum's new mission, vision, and strategic plan. The new position will help shape the future of a nationally significant artist house museum at a pivotal moment. This is an opportunity to build development systems, advance ambitious campaigns, and see the tangible impact of your work in an organization where initiative is valued and creativity is encouraged.

- **Location:** Based at the Edward Hopper House Museum & Study Center (82 N. Broadway, Nyack, NY, 10960), with potential for hybrid work arrangements
- **Employment Type:** Staff, Part-time (30 hours/week), flexible hours, weekday schedule; also requires being available on site during evenings and weekends as needed to meet with prospects and support critical donor events and gatherings
- **Compensation:** \$28-\$33 Hourly, Commensurate with experience

### **POSITION SUMMARY**

This Development Manager is the strategic engine behind development campaigns and benefit events that sustain the landmark site, fuel world-class exhibitions, steward collections, and expand vibrant community programs, all in service of furthering the legacy of Edward Hopper and his Nyack home. Beyond managing growth, the Development Manager inspires it. The position will play a crucial role in charting EHHM's way forward by expanding and diversifying its funding sources and donor base while realizing and advancing the goals of its new mission, vision and strategic plan. EHHM is small enough for a resourceful, creative, and strategic thinker to make a direct impact every day and is significant enough to command a national stage. This hands-on role is suited to a development professional who can manage multiple priorities and cultivate donors. The ideal candidate will possess experience building and nurturing donor and member relationships, be skilled and confident in the 'art of the ask,' and have a strong background in museums, or other nonprofits focused on the arts, history, or historic houses. Enjoying high-level performance, a bustling events schedule, and the energy of collaborative, project-based work are also central attributes.

### **KEY RESPONSIBILITIES**

1. Develop and implement an annual plan to meet or exceed budgeted contributed income goals. Set and track development efforts, including goals, metrics, and timelines, and participate in budget planning.

2. Develop strategies and tactics for identifying and cultivating major gift prospects, including individuals (new, existing and past donors), foundations, corporations and local/regional businesses.
3. Design and execute fundraising campaigns, annual appeals, individual giving, and membership drives that power operations and programs.
4. Manage the donor and membership database and serve as subject matter expert to ensure effective systems and efficient processes are in place, including gift processing, database management, and reporting.
5. Provide strategic oversight for corporate sponsorships and business partnerships, guiding prospecting, proposal development, and fulfillment.
6. Plan and execute events from annual benefits to cultivation programs.
7. Research and assist in grant proposals to foundations, corporations, and government agencies.
8. Support marketing and public relations efforts to increase museum visibility and donor engagement.
9. Cultivate relationships with key stakeholders, including trustees, potential donors, community leaders, and elected officials to advance the organization's mission and goals.

## **QUALIFICATIONS**

- Bachelor's degree in arts administration, nonprofit management, communications, or a related field (or equivalent experience or advanced degree).
- Minimum 3-5 years of relevant development experience in a nonprofit or cultural organization, preferably in the arts or museum sector.
- Demonstrated success in individual giving, business sponsorships, grant or foundation writing, and event/benefit management.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Passion for the arts, museums, historic artist homes, and legacy of artist Edward Hopper.
- Understanding of the unique value of preserving American heritage and the importance of making the arts accessible and engaging for a diverse audience.
- Experience as a creative problem-solver who thrives working in a small organization and balances strategic thinking with day-to-day operational management.
- Self-motivated, detail-oriented, and comfortable working both independently and in a small, collaborative team environment.
- Excellent relationship-builder skills and proven track record of successfully navigating the donor cycle, from initial identification and cultivation to direct solicitation to closing significant gifts and providing ongoing high-level stewardship.
- Strong written and verbal communication skills and the ability to translate strategic goals into compelling cases for support that resonate with high-net-worth prospects.
- Skill in crafting narratives that connect financial requirements (operations, exhibitions, education) to tangible impacts on the community and wider art world.
- Capability to handle confidential donor and constituency information with sensitivity and integrity.
- Availability to work on site also during evenings and weekends as needed to meet with prospects and support critical donor events, programs, and gatherings.
- Proficiency in CRM databases and knowledge of data migration and implementation processes; Google Business Workplace and Microsoft Office Suite.

## WORKING CONDITIONS

- Ability to work on site at least three days a week.
- Ability to travel as needed and to work evenings and weekends as required.
- Ability to work at a multi-story 19th-century building and grounds, perform physical tasks (e.g., bending, lifting/carrying supplies) related to position,

## INQUIRIES & APPLICATION

Please submit a **Cover Letter**, **Resume**, detailing your experience and qualifications, and three (3) **Professional References**, with the subject line “**Development Manager Search - [Your Name]**” to:

**Kathleen Motes Bennewitz**

**Executive Director**

Edward Hopper House Museum & Study Center

82 N. Broadway, Nyack NY 10960

[kbennewitz@hopperhouse.org](mailto:kbennewitz@hopperhouse.org) ; (845) 358-0774

**Application Deadline:** March 31, 2026

Applications will be reviewed on a rolling basis until the position is filled.

*Edward Hopper House Museum & Study Center is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance, and professionalism, as well as to the development of a climate that supports equality and diversity.*